

## Administrative Information Technician

The Administrative Information Tech degree program is designed to prepare the student as a professional office assistant or manager. Emphasis is placed on computer use and office technologies, developing good work habits and attitudes, gaining knowledge about the business world, and acquiring skills in keyboarding, computer applications, office machines, and effective written and oral communications.

The student will be placed in keyboarding classes according to previous experience, training, and ability; Beginning Keyboarding (BOC 1201) or 30 WPM skill level.

## Financial Assistance

Student financial aid is available in the form of grants, loans, student employment or scholarships. Students are encouraged to apply for financial aid as soon as possible after January 1 for the next academic year. Aid is usually awarded on a first-come, greatest need basis. Students interested in applying for financial assistance should complete the Free Application for Federal Student Aid, which is available in the Financial Aid Office.

## How to Apply

Applicants may apply for admission as one-year certificate or degree-seeking students by:

- Filing an application with the Admissions Office
- Submitting an official transcript from a high school or equivalency certificate
- Submitting official transcripts of all previous college work
- Taking the ACT, SAT or the college given COMPASS test if the applicant is to be a full-time student (to take the COMPASS, contact the FCC Advisement Office.)
- Paying a one-time application fee of \$10

## Welcome to Frontier

Frontier Community College, located off Route 15 on the west edge of Fairfield, is part of the Illinois Eastern Community College district, established in 1976. In addition to serving students in Fairfield and Wayne County, FCC teaches residents in Clay, Edwards, Jasper and Lawrence counties and portions of Clark, Cumberland, Hamilton and White counties through off-campus facilities. If students cannot come to Frontier, Frontier takes the classes to them. With FCC's low tuition and opportunities for financial assistance, many find that higher education is well within their reach. Textbooks are rented for most classes, saving hundreds of dollars. Because of Frontier's class size, students receive individual attention and excellent services.



**FRONTIER**  
**COMMUNITY COLLEGE**

2 Frontier Drive  
Fairfield, IL 62837  
618-842-3711 \* 877-464-3687  
[www.iecc.edu/fcc](http://www.iecc.edu/fcc)

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An Illinois Eastern Community College

October 2007

## Administrative Information Technician



## Frontier Community College

2 Frontier Drive  
Fairfield, IL 62837



618/842-3711 877/464-3687

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## Administrative Information Technician Degree

AIT D219

First Semester		Semester Hours
BMG 1202	Business Math OR College Level Math	4
BOC 1202	Intermediate Typewriting/ Keyboarding	3
BOC 1206	Employment Methods	1
BUS 1101	Introduction to Business	3
DAP 2202	Word Processing I	3
ENG 1111	Composition I OR	3
ENG 1201	Communications	3
<b>Total Hours</b>		<b>17</b>

Second Semester		Semester Hours
ACC 1101	Applied Accounting OR	4
ACC 2101	Financial Accounting	4
BOC 1208	Automated Office Procedures	4
CIS 1205	Windows Operating Applications	3
DAP 2203	Word Processing II	3
ENG 1202	Business Correspondence	3
<b>Total Hours</b>		<b>17</b>

Third Semester		Semester Hours
ACC 2221	Computerized Accounting	2
BOC 2203	Advanced Typewriting/ Keyboarding	3
BOC 2210	Office Seminar I	1
BOC 2211	Office Internship I	V2-6
BUS 2202	Records Management	3
CIS 1275	PowerPoint	3
CIS 1278	Spreadsheet	3
<b>Total Hours</b>		<b>17</b>

Fourth Semester		Semester Hours
BOC 2213	Office Internship II/ Seminar	V3-6
BUS 2203	Office Management	3
CIS 1286	Database	3
DAP 2265	Desktop Publishing I	3
PSY 1101	General Psychology I OR	3
PSY 1103	Business Psychology	3
SPE 1101	Fundamentals of Effective Speaking OR	3
SPE 1111	Interpersonal Communications	3
<b>Total Hours</b>		<b>18</b>

**Total Hours** **69**

## Admn Info Tech Degree Con't

Other Recommended core courses (with permission of instructor):		
BOC 1230	Alphabetic Shorthand I**	3
BOC 2208	Machine Transcription**	2
CIS 1203	Introduction to WebPage Construction	3
DAP 1201	Business Computer Systems	3
DAP 1203	Microcomputer Applications in Business	3
GEN 1107	Portfolio Development	2

\*\*Required for State of Illinois Civil Service Clerical/Office Exams.

## Administrative Information Technician Certificate

AIT C218

First Semester		Semester Hours
BOC 1202	Intermediate Typewriting/ Keyboarding	3
BOC 1206	Employment Methods	1
BUS 2202	Records Management	3
CIS 1275	PowerPoint	3
CIS 1278	Spreadsheet	3
DAP 2202	Word Processing I	3
<b>Total Hours</b>		<b>16</b>

Second Semester		Semester Hours
ACC 1101	Applied Accounting	4
BOC 1208	Automated Office Procedures	4
BOC 2203	Advanced Typewriting/ Keyboarding	3
CIS 1286	Database	3
ENG 1202	Business Correspondence	3
<b>Total Hours</b>		<b>17</b>

**Total Hours** **33**

Other recommended core courses  
(with permission of instructor):

CIS 1203	Introduction to Web Page Construction	3
DAP 1201	Business Computer Systems	3
DAP 1203	Microcomputer Applications in Business	3
GEN 1107	Portfolio Development	2



Please send me information about the Administrative Information Technician Program.

Name \_\_\_\_\_

Address \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_ Year of Graduation \_\_\_\_\_

When completed, simply detach and mail to: Frontier Community College, 2 Frontier Drive, Fairfield, IL 62837, or call FCC's Advisement Office at (618) 842-3711.