MASSASOIT COMMUNITY COLLEGE

Computer Information Systems - Integrated User Support — Associate in Applied Science

Semester 1

Semester			Credits
CTIM 101	Beginning Windows	🚗	1 ☐
CTIM 102	Beginning Word	🚗	1 ☐
CTIM 103	Beginning Excel	🚗	1 ☐
CTIM 114	Beginning PowerPoint	🚗	1 ☐
CTIM 171	Computer Hardware and Software Configuration	🚗	3 ☐
ENGL 101	English Composition I		3 ☐
MATH - - -	Math Elective		3 ☐
LA	Liberal Arts Elective		3 ☐

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Semester 2

Semester			Credits
BUSN 112	Principles of Management		3 ☐
CTIM 112	Word Applications	🔍	3 ☐
CTIM 115	Intermediate PowerPoint	🚗	1 ☐
CTIM 266	Professional Development for Business	🚗 🔍	3 ☐
ENGL 102	English Composition II		3 ☐
LA	Liberal Arts Elective		3 ☐

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Semester 3

Semester			Credits
ACCT 225	Spreadsheet Applications		3 ☐
BUSN 170	Business Communication		3 ☐
CTIM 131	Introduction to Coding	🚗 🔍	3 ☐
CTIM 225	Introduction to Networking	🚗 🔍	3 ☐
HU or SS	Humanities or Social Science Elective		3 ☐

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Semester 4

Semester			Credits
CTIM 117	Beginning Access	🚗 🔍	1 ☐
CTIM 178	Help Desk Concepts	🚗 🔍	3 ☐
CTIM 180	Computer and Information Security	🚗 🔍	3 ☐
CTIM 221	Desktop Operating Systems	🚗 🔍	3 ☐
CTIM 230	Ethics in Information Technology	🚗 🔍	3 ☐
SC	Science Elective		3 ☐

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CONGRATULATIONS
You've Arrived!

This academic map is a suggested semester-by-semester guide to keep you on a clear path to program completion. Your academic advisor will provide you with clear direction needed to stay on course and discuss scheduling options with you. Taking courses not reflected on this map may result in courses not counting toward the completion of your requirements.

Milestones

Semester 1: CompTIA A+ Certification

Semester 2: MOS (Microsoft Office) Word and PowerPoint Certifications

Semester 3: MOA Excel Certification and CompTIA Network Certification

Semester 4: CompTIA Security+ Certification

About Developmental Courses

Developmental courses do not satisfy graduation requirements, but are required for those who place into them and will appear on a student's transcript. Placement into one of the following courses indicates that a student needs additional preparation before enrolling in college-level courses:

ENGL 091	Preparing for College Reading I
ENGL 092	Preparing for College Reading II
ENGL 095	Reading and Writing Seminar
ENGL 098	Reading and Writing Studio
ENGL 099	Introductory Writing
MATH 001-003	Preparing for College Math I-III
MATH 010	Fundamentals of Mathematics
MATH 011	Introductory Algebra
MATH 012	Intermediate Algebra
MATH 060	Math Literacy
MATH 061	Non-algebra Support
MATH 065	Integrated Preparation for College Algebra

KEY

Keep an eye out for these symbols, which give important information about certain courses.

Symbol	Meaning
🚗	These courses have no prerequisites or developmental courses required.
🔍	These courses are only offered in certain semesters.
⬆	Students must earn a minimum grade in these courses to remain in the program.
⬅	Eligible electives for this program are listed on the reverse. Watch for this symbol.

HELPFUL HINTS

☀❄	Summer and/or Winter Session classes may be available for your program to help you finish on time. See your advisor or visit the online course search for availability.
🏁🏁	Taking 15 credits/semester or 30 credits/year will help you stay on track to finish your degree in two years.

Program Notes

The Associate of Applied Science Degree in Computer Information Systems - Integrated User Support is designed to serve the needs of the career-oriented student who wishes to find employment as an Information Technology Specialist in computer and related business careers that involve information security, computer networks, Microsoft Office applications, computer software and hardware maintenance, and help-desk services. According to the United States Bureau of Labor Statistics, in the years 2019-2029, there will be an 11% increase in the demand for computer user-support specialists resulting in 557,000 new jobs openings through this decade. In the South Shore and South Coast areas of Massachusetts, the demand for persons possessing the skills acquired through this degree far exceeds the supply.

As students work through the various courses in this two-year program, they develop a solid background in the components of Microsoft Office (Word, Excel, PowerPoint, Access), setting up the Windows operating system, configuring and troubleshooting basic PCs, and local area networks (LANs). Information security concepts and help-desk systems are also included in the student's coursework.

In addition to comprehensive computer-related technical skills, students will also acquire a strong, well-rounded business skill set consisting of management, communication, professionalism, and the so-called "soft skills," which are essential for success in all business environments today.

Integrated into the program are courses that prepare students to sit for industry-standard certification exams such as CompTIA A+, CompTIA Network+, CompTIA Security+ and MOS (Word, Excel PowerPoint).

From small to large, private to public, for-profit to non-profit institutions alike, information technology is the backbone to all successful, forward-moving organizations; and YOU will be prepared to be a part of today's proactive and tech-savvy team in this environment upon completion of this degree.

Students with prior knowledge of Microsoft Applications (Windows, Word, Excel, PowerPoint) may choose to enroll in more advanced classes. Please consult with the CTIM department chair, Dr. Peter Meggison, pmeggison@massasoit.mass.edu, x1701..

Math Elective: MATH 152 Topics of Math I or higher

Other Electives: Students choosing a humanities, liberal arts, science, or social science elective can select from the Course Elective Guide at **massasoit.edu/electives**.

Some courses may have prerequisites, which are courses that **must** be taken prior to a particular course. For details, log into Degree Works through your MyMassasoit portal.

A minimum of 63 credits and 24 courses is required for completion. The same course may not be used to satisfy two different course requirements.

After Graduation/Completion

Check in with Career Services.

Attend college/job fairs for future job placement.

Upon successful completion of this degree, you will be able to work in positions such as Destop Support Technician, Administrative Support Specialist, IT Operations Specialist, A+ Certified Technician, Network Technician, Help Desk Service Specialist, Microsoft Office Specialist, and many other related occupations.

Resources for Academic Success

All college phone numbers are
508-588-9100 + extension.

Student Central
Admissions, financial aid, registration & payments

massasoit.edu/studentcentral
studentcentral@massasoit.mass.edu

Brockton │ Student Center, Upper Level
Canton │ First Floor, C121

Admissions: x1411 Financial Aid: x1479
Registrar: x1949 Student Accounts: x1507

Testing & Assessment

massasoit.edu/testing

Brockton │ Student Center, Lower Level │ x1991

Advising, Career & Transfer Center

massasoit.edu/act-center
act@massasoit.edu

Brockton │ Student Center, Lower Level │ x1461
Canton │ First Floor, C126 │ x2516

Academic Resource Center
Tutoring & academic support services

massasoit.edu/arc

Brockton │ Student Center, Lower Level │ x1801
Canton │ First Floor, C126 │ x2516

Access & Disability Resources

massasoit.edu/adr │ x1807

Division Dean

Michael Roggow, Ed.D. │ bus.tech@massasoit.mass.edu │ x1677

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1 Massasoit Boulevard
Brockton, MA 02302

Canton
900 Randolph Street
Canton, MA 02021

Middleborough
49 Union Street
Middleborough, MA 02346

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