

**Program Syllabus  
Applied Information Technology**

Emerald Coast Technical College  
@ Magnet Innovation Center - Watersound

**Program Number:** Y300400

**Program Hours:** 600

**Instructor:** Dave Duvall  
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850 - 622 - 5020 ext. 5428

**Program Description:**

The purpose of the Applied Information Technology program reflects Emerald Coast Technical College's mission as evidenced by the desire to provide students with the training and education that is required to function successfully in the professional workforce.

**Prerequisites:** None

**Industry Certification:** CompTIA A+

**Occupational Completion Points:**

| OCP | Course Number | Course Title                     | Course Length | SOC Code |
|-----|---------------|----------------------------------|---------------|----------|
| A   | OTA0040       | Information Technology Assistant | 150 hours     | 15-1151  |
| B   | CTS0072       | IT & Web Systems                 | 300 hours     | 15-1151  |
| F   | CTS0075       | Multimedia Systems               | 150 hours     | 15-1151  |

**Program objectives and outcomes include but are not limited to:**

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Information Technology career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Information Technology career cluster.

The content includes but is not limited to computer application skills including computer hardware, software applications, web applications, computer programming, webpage design and advanced web tools, systems support and maintenance, network concepts, relational database concepts, multimedia tools, cybersecurity ; extensive exploration of information technology careers; strategies for success including goal setting, study skills, organizing skills, learning styles, employability skills, and service learning; and core academic skills with a strong emphasis on effective communication skills.

**Online Resources:**

Test Out PC Pro Lab Sim

*Please note, the cost of online resources is included in lab fees. Students will not need to purchase additional resources.*

**Tools/Supplies/Materials:**

Students will need to provide their own writing utensils and paper for note-taking purposes.

**Grading Scale:**

A 93-100  
B 84-92  
C 70-83  
F 69 & Below

**Evaluation/Assessment:**

45% Evaluation (Written Exams and Major Projects)

35% Competency/Performance Evaluation (assignments, minor projects, homework and lab activities)

20% Certification Prep

*\*Please note, the evaluation/assessment rubric listed above is a general evaluation rubric for the program of study.*

**Satisfactory Progress:**

This program is a planned sequence of instruction consisting of four occupational completion points. When the recommended sequence is followed, the structure is intended to prepare students to complete the industry certifications associated with this program of study. This program adheres to the Satisfactory Progress guidelines listed in the ECTC Catalog.

**Instructional Delivery Methods:**

This program is a traditional program taught on ECTC – Watersound campus. It uses a variety of instructional delivery methods including but not limited to:

- ❖ Hands-on training
- Lectures
- Videos
- Web-based programs

**Conferences and Assistance:**

Please contact the instructor first. Counselors located in student services are also available.

Student Services Dean – Lisa Jones 850 - 892 - 1240 ext. 5182

Financial Aid Officer – Brooke Adam 850 - 892 - 1240 ext. 5185

**Classroom Location:**

133 S. Watersound Parkway Inlet Beach, FL 32461

Building 2 Room 101

**Main Campus Location:**

761 N. 20<sup>th</sup> Street DeFuniak Springs, Florida 32433

Building 100 Room 052

**Attendance:**

Attendance is mandatory. Students who believe that attendance may present a problem should discuss their situation with the instructor and with student services. Meet with instructor to schedule makeup hours.

**Meeting Times/Contact Hours:**

**Class hours:** 8:00a.m. – 4:00p.m. Saturday **Office hours:** Scheduled by appointment

**Equipment:** Students will use network and computer hardware/software used in the industry.

**Safety:**

- Safety is priority one.
- This program follows CDC guidelines.
- Touch-free temperature and hand sanitizing stations have been installed.
- Report any unsafe conditions to the instructor immediately.
- If you are not comfortable or confident with any lab or project, stop and notify instructor.

**Emergency Procedures:**

- Emergency exits are clearly marked.
- As part of instruction, students will be asked to participate in regular safety and emergency drills.
- Fire extinguishers are in each area.

**Rules and Regulation / Policies and Procedures:**

Students will follow all rules/regulations outlined in the catalog.

**General Information:**

Refer to the ECTC Catalog located at <http://www.ECTC.edu>, for additional information: