

# Lakeland

COMMUNITY COLLEGE

INFORMATION TECHNOLOGY  
AND COMPUTER SCIENCE

## **CAREER SKILLS FOR** Associate of Technical Studies Degree in Computer Information Technology



 **Opportunity**  
starts **HERE**  
lakelandcc.edu

### **ADDITIONAL RESOURCES**

Association for Information Systems (AIS)  
aisnet.org

Association of Information Technology  
Professionals (AITP)  
aitp.org

Cisco (CNNA)  
cisco.com

CompTIA (A+, Network+ and Security+)  
comptia.org

Information Technology Association of America (ITAA)  
itaa.org

Microsoft (MOS, MCTS, MCITP)  
microsoft.com/learning

Oracle (OCA, OCP)  
academy.oracle.com

### **PROFESSIONAL ASSOCIATIONS**

Association for Computing Machinery  
acm.org  
NEOSA  
cose.org/neosa

### **FOR MORE INFORMATION CONTACT:**

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**The Associate of Technical Studies degree in computer information technology** will prepare graduates for career objectives requiring more than one computer-related specialization. Specializations can be combined from within, but not limited to, areas such as computer network support, computer user support, computer programming, data information analysis and media studies. Available courses include those that prepare for industry certification from Cisco, CompTIA, Google, Microsoft and Oracle. Use this fact sheet to investigate your academic and career options and to master your job search.

Admissions requirements include the creation of an individualized degree plan in conjunction with and approved by an information technology and computer science faculty member.

*\*Courses taken prior to approval of the degree plan may or may not be approved for inclusion in this degree program.*

## **JOB-SPECIFIC SKILLS**

*Skills and knowledge you will obtain at Lakeland to prepare for a successful career in the field.*

### **HARDWARE/SOFTWARE SKILLS:**

- Computer maintenance and optimization
- Hardware operation and troubleshooting
- Interface workstation on a network
- Understand the hardware and software used in a network (servers, switches and routers)
- Knowledge and application of Microsoft Office applications (Word, Excel, PowerPoint and Access)
- Write basic reports using Structured Query Language (SQL)
- Administer and configure networking applications

### **PROGRAMMING SKILLS:**

- Use logic and problem solving
- Basic programming languages

### **DESKTOP OPERATING SYSTEMS AND NETWORK SKILLS:**

- File management (organize, file and store)
- Install, troubleshoot and set up network clients
- Knowledge of how specific operating systems work (Windows, Mac, iOS and Android)
- Knowledge of local area networking (LAN), wide area networking (WAN) and telecommunications protocols
- Set up and connect client to Windows server
- Support various environments

### **GENERAL MANAGEMENT SKILLS:**

- Decision making
- Leadership
- Presentation preparation
- Project and time management



# TRANSFERABLE SKILLS

*Skills you have acquired throughout your life that will help you excel in the field include:*

- Ability to multitask
- Leadership
- Logical thinking
- Organizational proficiency
- Penchant for learning
- Problem-solving
- Verbal and written communication



## RELATED JOB TITLES

*Note: This is only a representative list and does not exhaust all possible titles in the field.*

- Computer Network Specialist
- Computer User Support
- Computer Programmer
- Data Information Analyst
- Media Technologist

*\*Some positions may require a bachelor's degree or higher and/or vendor certification.*

## CREDITS TRANSFER

Credits transfer easily to four-year colleges and universities. Speak with a counselor and Lakeland's Transfer Center for more information on credit transfer.

The Holden University Center of Lakeland Community College gives you convenient access to complete a bachelor's or graduate degree from a variety of leading colleges and universities from right here in Lake County!

Lakeland  
COMMUNITY COLLEGE  
HOLDEN UNIVERSITY CENTER

## CREDIT for PRIOR LEARNING

Lakeland's Information Technology and Computer Science faculty encourages efficiency in academic progress. You can, with the permission of our department faculty members, substitute some specific courses or receive credit by examination. The credit by exam procedure requires you to take an examination to show proficiency in all the material taught in a particular class.

## VENDOR CERTIFICATIONS

Earning vendor certification(s) can be an important addition when combined with a college degree for entry-level positions for upgrading to another position. You can learn skills by taking courses at Lakeland to help complete certification exams. Some relevant certifications are:

- Cisco Certified Network Association (CCNA)
- CompTIA A+
- CompTIA Network+
- CompTIA Security+
- Google
- Microsoft Certified IT Professional (MCITP)
- Microsoft Certified Technology Specialist (MCTS)
- Oracle Certified Associate
- Oracle Certified DBA

# QUICK FACTS

