



## Department of Business & Industry

### Program & Technical Standards for Information Technology Majors

#### Concerns with a Course

If you have any concerns about a course, including accessibility concerns, **first consult your instructor**. If after meeting with your instructor, if you feel that your concern has not been satisfactorily addressed, or if you feel that you cannot effectively communicate with your instructor about the issue, you may contact the following people in the following order:

##### Second Contact

Dean of Business and Industry: Douglas Long, (828) 565-4070, delong@haywood.edu  
Department Assistant: Julie Newland (828) 627-4619

##### Third Contact

Vice President of Instruction: Wendy Hines, (828) 565-4069, whines@haywood.edu

#### Program Outcomes

*The Information Technology* degree program is designed to facilitate development of the following program outcomes:

1. Students will understand the basic concepts of computer networking.
2. Students will use proper terminology in relation to computer hardware and software
3. Students will diagnose and correct common hardware/software problems.
4. Students will be able to identify legal, ethical, social, and security issues related to computer information systems
5. Students will be able to install, manage, and maintain a Windows-based operating system.
6. Students will design and utilize a multiple table, non-redundant database.
7. Students will be able to install, manage, and maintain Windows-based server operating system software.
8. Students will set up, install and configure hardware for a computer network.
9. Students will be familiar with the use of Linux workstations.
10. Students will design and develop database driven business applications in a Windows server environment.
11. Students will demonstrate the ability to install, manage, and demonstrate the ability to maintain Windows-based server operating system
12. Students will demonstrate the ability to apply systematic troubleshooting strategies to solve network problems in a switched network/router environment.
13. Students will design and develop Web sites with static content or database driven active content
14. Students will exhibit communication skills, ethical conduct, and the ability to work professionally with a client in a team project.

EXAMPLES ARE NOT ALL INCLUSIVE.

Haywood Community College is an ADA compliant institution. The College does not discriminate on the basis of disability in the admissions process or in access to its programs, services and/or activities for qualified individuals who meet essential eligibility requirements. The College will provide reasonable accommodations for documented disabilities of individuals who are eligible to receive or participate in college programs, services and/or activities. Student Services provides a disability counselor to assist students in requesting disability related accommodations. If a student believes that he/she cannot meet one or more of the essential functions without accommodations, the student is encouraged to disclose the disability to the disability counselor as soon as possible. Students must certify the ability to *meet essential functions of the curriculum by a signed statement in the beginning of the program.*



### Clinical and Lab Activity Information

**Program of Study:** Information Technology

**Department:** Business & Industry

| Job Requirements                       | Occasional | Frequent | Constant |
|--|------------|----------|----------|
| <b>Activity:</b>                       |            |          |          |
| (List # of lbs.) <b>0-100</b>          |            |          |          |
| Lifting                                |            |          |          |
| Static Knuckle Height                  | √ (0-50)   |          |          |
| Bench Height                           | √ (0-50)   |          |          |
| Ankle Height                           | √ (0-50)   |          |          |
| Shoulder Height                        | √ (0-50)   |          |          |
| Dynamic Bench Height ( <b>3 feet</b> ) |            |          |          |
| To the Left                            | √ (0-50)   |          |          |
| From the Center                        | √ (0-50)   |          |          |
| To the Right                           | √ (0-50)   |          |          |
| Carrying                               | √ (0-50)   |          |          |
| Cart Height ( <b>3 feet</b> )          |            |          |          |
| Pushing                                | √ (50-100) |          |          |
| Pulling                                | √ (50-100) |          |          |
| List Frequency Only:                   |            |          |          |
| Sitting                                |            |          | √        |
| Standing/Walking                       |            | √        |          |
| Climbing                               |            |          |          |
| Stairs                                 | √          |          |          |
| Ladder                                 | √          |          |          |
| Balance                                |            |          |          |
| Stooping                               | √          |          |          |
| Kneeling                               | √          |          |          |
| Crouching                              | √          |          |          |
| Crawling                               | √          |          |          |
| Reaching                               |            |          |          |
| Forward                                |            |          | √        |
| Overhead                               | √          |          |          |
| Bending Reach                          | √          |          |          |
| Other                                  | √          |          |          |
| Handling                               | √          |          |          |
| Fingering                              |            |          |          |
| Feeling                                | √          |          |          |
| Hearing                                | √          |          |          |
| Seeing                                 |            |          |          |
| Near                                   |            |          | √        |
| Distance                               | √          |          |          |
| Reading                                |            |          | √        |
| Calculating                            |            |          | √        |
| Compiling                              |            |          | √        |

**Lifting Frequencies:**

Occasional      1 lift every 30 minutes  
 Frequent        1 lift every 2 minutes  
 Constant        1 lift every 15 seconds

**Other Activities:**

Occasional      0-33% (1-20 min per hour)  
 Frequent        34-66% (21-40 min per hour)  
 Constant        67-100% (41-60 min per hour)