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BUSINESS DATA ANALYST (BDAT) A.A.S.

NETWORK MANAGEMENT & SECURITY A.A.S.

SOFTWARE DEVELOPMENT A.A.S.

WEB DESIGN & DEVELOPMENT A.A.S

ADVISING INFORMATION FOR NEW STUDENTS

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- **Full-time students** should register for all 15 credits of the IT Core Curriculum courses.
- **Part-time students** must take ITEC1006 for one of your first semester courses. You can then add additional courses from the core curriculum if you wish.
- **NOTE:** You must complete all 15 credits from the core curriculum before moving on to additional IT coursework. Once you complete the core classes you will earn the IT Support Certificate. After completing the core classes, you will work with your faculty advisor to plan your future semester coursework.

IT Core Curriculum Courses:

Course Subject & Number	Course Name	Credits
BDAT 1005	Data Analysis Fundamentals	3
ITEC 1003	Networking Fundamentals	2
ITEC 1006*	Technology Fundamentals	2
ITEC 1011	Programming Logic & Design	4
ITEC 1016	Web Development Technologies	4
Part-time students must take this course.		Total: 15

- Refer to the online course schedule for up to date information about course dates and times.
- While some IT courses run for the full 16-week semester, others are *half semester classes* that run for only 8 weeks. Look carefully at the *dates* for the course to determine the course length. Some courses may have both full semester *and* half semester options. ***The half semester classes are accelerated and more time demanding***.
- If your Reading Accuplacer score is below college-level, it is recommended you take **ENGL 0900 Essential Reading and Writing Strategies** in your first semester.
- Students wishing to add a general education course can take **PHIL 1200 Technology, Ethics & Society**

Need help with course registration?

Contact Enrollment Services at 763-576-7710 or enrollmentservices@anokatech.edu

Faculty Name:	Advisor for:	E-mail:	Office Phone:
Tracy Hoffman	Network Mgmt. & Security	thoffman@anokatech.edu	763/576-4198
Jerry Kne	Software Development and Business Data Analyst	jkne@anokatech.edu	763/576-4044
Chris Large	Network Mgmt. & Security	christopher.large@anokatech.edu	763/576-4129
Julie Myers	Web Design & Development	jmyers@anokatech.edu	763/576-4072

REQUIRED MATERIALS CHECKLIST:

- ☐ **TEXTBOOKS:** PURCHASE/ORDER YOUR TEXTBOOK(S) AS SOON AS POSSIBLE!
  - o **Cengage Unlimited** is used for the following three 1st semester classes:
    - ▪ BDAT 1005 - Data Analysis Fundamentals
    - ▪ ITEC1003 – Networking Fundamentals
    - ▪ ITEC 1006- Technology Fundamentals
    - ▪ ITEC1016 – Web Development Technologies
      - ☐ *There are at least 3 other classes that are currently using Cengage Unlimited over the remaining 3 semesters. It is recommended that students consider the 2 year Cengage Unlimited Subscription for the greatest savings on book costs.*
      - ☐ A list of the required books and pricing is available in the Bookstore or online at:

http://books.anokatech.edu/selecttermdept.aspx

- ☐ **LAPTOPS:** All students within the Information Technology (IT) Program at Anoka Technical College are required to provide their own PC laptops that meet the following minimum requirements:
  - o Intel Core i7 8th Gen o Quad Core, 1.8Hz Clock Speed o 16 GB RAM o 512 SSD GB Hard Disk

*** ***THE PROGRAM COURSEWORK IS DESIGNED FOR PC'S USING THE WINDOWS OPERATING SYSTEM. A PC LAPTOP (Windows OS) IS REQUIRED FOR THE PROGRAM. MACS OR CHROMEBOOKS ARE NOT ACCEPTABLE. ALSO, THE FREE LOANER LAPTOPS FROM THE COLLEGE'S OIT DEPARTMENT DO NOT MEET THE MINIMUM REQUIREMENTS FOR THE PROGRAM.***

SOFTWARE: All students within the IT program are required to use Microsoft Office 365 in completing coursework.

- o Office 365 is available to all ATC students at no charge and should be installed before the first day of class.
  - ▪ See here for more information on how to download Office 365: https://oitservices.arccatc.com/TDClient/2198/Portal/KB/ArticleDet?ID=118225
  - ▪ If you need assistance, stop by the IT helpdesk in the ATC library or contact:
    - o it.helpdesk@anokatech.edu 763-433-1510

***YOU ARE EXPECTED TO HAVE YOUR LAPTOPS AND ACCESS TO YOUR BOOKS EVERY DAY FOR CLASS STARTING ON THE FIRST DAY.** Revised 5/2025