

BUS 1011 BUSINESS ETHICS

A study of contemporary and classical views relating to moral judgments and conduct within the business environments.

BUS 2113 BUSINESS COMMUNICATIONS

Includes effective communication strategy, effective report presentation (both written and oral), effective summarizing skills and analytical reasoning skills. Focuses on the dynamics, qualities, functions and methods of administrative communication; problems and practices of preparing effective material. Prerequisite: ENGL 1113.

CIS 1103 FUNDAMENTALS OF COMPUTERS WITH APPLICATIONS

This course is designed to provide students with an introduction to the fundamentals of computers and their applications in business. Topics include: computer evolution, information processing, computer functions, information systems, program development process, microcomputer systems and applications, data communication, transaction processing and future trends. Theory and hands on computer instruction. This introductory course is intended for students with existing computer skills. Prerequisites: placement test or CIS 1003.

***CIS 1113 COMPUTER CONCEPTS WITH APPLICATIONS**

Provides students with an introduction to concepts and applications of the personal computer in business. Topics include spreadsheets, databases, word processing, ethics, vocabulary, Internet skills and file system management. Theory and hands-on computer instruction is included. Prerequisite: READ 0033 or [R].

CIS 1123 PROGRAMMING FUNDAMENTALS

Designed for both computer science majors and non-majors to give fundamental knowledge of computer programming concepts. Students will learn accepted programming concepts and style. This course involves logic, pseudo-code, flow charts, statement sequencing, conditional statements, loop structures and input/output. Prerequisite: Basic computer knowledge.

***CIS 2363 DATABASE DESIGN**

Provides students with basic knowledge of database planning, design and implementation. Exercises will take the student through database planning, design and construction, implementation and maintenance. Prerequisite: CIS 1113.

***CIS 2463 DATABASE APPLICATIONS**

The student will use a selected database management program to create and edit database files. The student will also search, organize and build reports, forms and templates with the database files. Prerequisites: CIS 1103 or CIS 1113 and CIS 2363. Spring only

***CIS 2513 PRINCIPLES OF INFORMATION SYSTEMS SECURITY**

This course provides the student with a broad review of the field of information systems security, background on many related elements and enough detail to facilitate an understanding of the field. It covers terminology of information systems security, the history of the field and an overview on how to manage an information systems security program. Prerequisites: CIS 1113 or CIS 1103.

***CIS 2703 SYSTEMS ANALYSIS AND DESIGN**

Introduction to a methodology for the analysis, design, documentation, implementation and evaluation of computer systems. Included will be topics in techniques for data gathering, file organization and accessing methods. Prerequisites: CIS 1103 or CIS 1113 and three hours of computer applications or programming.

***CIS 2803 COMPUTER SCIENCE PROJECT CAPSTONE**

As the capstone course of the Computer Science Program, the student will demonstrate the collected knowledge, skills and techniques acquired in the program courses by working through scenarios. Students will demonstrate problem solving, critical thinking, research techniques and technical writing. Computer ethics and group dynamics will be emphasized to help round out the student's education.

***ITD 1323 INTERNET FUNDAMENTALS**

Introduction to the worldwide computer network. Course uses a hands-on approach to teach students the history and capabilities of the Internet. Students learn the resources available via the World Wide Web and searching capabilities. Prerequisites: placement test or CIS 1003.

***ITD 1503 A+ HARDWARE**

Students will be introduced to hardware concepts through hands-on experience with the fundamentals of current microcomputer technologies including installation, configuration, upgrades, diagnosis and troubleshooting, system optimization and repair. Additional topics will include preventive maintenance as well as safety.

***ITD 1513 A+ OPERATING SYSTEMS**

A support-oriented course providing students with information and hands on classroom experience in dealing with operating system issues inherent to PC (personal computer) hardware and software installation, upgrade, configuration, maintenance and troubleshooting in a user-based computing environment. Course topics will include the boot process, configuring and customizing the computer, managing hardware, displaying a user interface, interpreting commands and requests, providing services to software applications, allocating and managing memory, managing files, optimizing system performance and providing troubleshooting tools. Prerequisite: ITD 1503.

***ITD 2053 TELECOMMUNICATIONS FUNDAMENTALS**

Examines and analyzes strategies for telecommunications, including network systems and forms of electronic communications. Overview of resources and utilization of systems transmitting information between a computing system and remotely located sending and receiving devices. Demonstrations, discussion and hands-on exercises with an emphasis on telecommunications and applications. Prerequisite: CIS 1103 or CIS 1113.

***ITD 2213 WINDOWS NETWORKING I**

Course is designed to give the student basic knowledge of Microsoft Windows networking and its uses. Students will be given projects using the operating software features and will learn how other software programs link to the operating systems. Topics may include using network neighborhood, objects linking and embedding, and managing hardware. Prerequisite: CIS 1103 or CIS 1113 and ITD 2523.

***ITD 2523 LAN FUNDAMENTALS**

Course is designed to provide the students with basic knowledge of computer networks. Students will learn the types and methodology of networks. Exercises will involve hands-on use of computer networks. Prerequisite: CIS 1003 or CIS 1113 or CIS 1103.

***TCOM 1523 ELECTRONIC COMMERCE**

Understanding e-commerce (electronic commerce) is essential for success in today's economy. This course explores both sides of business on the Internet, from the viewpoint of the consumer and of a business. Prerequisites: CIS 1103 or CIS 1113. (Same as BUS 1543.)

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