

BUSINESS INFORMATION TECHNOLOGY

BIT 100

Keyboarding (3)

Development of basic keyboarding techniques and skill building activities in order to attain speed and accuracy in keying exact copy by touch for five minutes with a maximum of five errors.

3 Class Hours; Prerequisite: For international students, ENG 107 - English as a Second Language or permission of instructor.

BIT 101

Computer Keyboarding (1)

Development of basic skills in keying exact copy by touch for three minutes with a maximum of three errors on a personal computer.

1 Class Hour

BIT 104

Keyboarding Speed Development (1)

Individualized goal setting for reaching speed and accuracy standard necessary for entry-level employment.

1 Class Hour; Prerequisite: BIT 100 Keyboarding or equivalent.

BIT 108

Introduction to the PC and Windows (1)

Use of Windows and its graphical user interface to communicate with personal computers. Apply Windows features, concepts, applications, and procedures.

1 Class Hour; Prerequisite: Keyboarding speed of 20 wpm recommended.

BIT 110

Business English (3)

A comprehensive and functional review of language fundamentals. Students learn to speak and write clearly and correctly by developing proficiency in English language basics. Topics include parts of speech, sentence and paragraph structure, spelling, grammar usage, and punctuation. Internet-based grammar and writing resources will be introduced and integrated.

3 Class Hours

BIT 111

Information Literacy (1)

A survey of methods to trace and locate sources of information, both in printed material and electronic sources, and determine their authenticity, validity, and reliability. After evaluation of source quality, students will report and integrate information considering the ethical and legal aspects of source use.

1 Class Hour.

BIT 114

Grammar Update (1)

To review basic sentence structure, grammar, business vocabulary and punctuation as related to the business world. Does not correlate with any one 5-week segment of BIT 110.

1 Class Hour

BIT 120

Document Formatting (3)

Introduction to general, medical, and legal vocabulary and the techniques of keyboarding documents for general, medical, and legal offices.

3 Class Hours; Prerequisite: BIT 100 or the equivalent.

BIT 129

Office Suite Mastery (2)

Preparation for the Microsoft Specialist proficiency test to become a certified specialist in an area of the office suite.

BIT 130

Word Processing Applications (3)

Continuation of speed and accuracy development. Word processing functions using professional word processing software.

3 Class Hours; Prerequisite: BIT 100 Keyboarding or equivalent.

BIT 140W

Business Communication (3)

Practical application of language usage skills with emphasis on correct approach to and effective strategies for writing and editing business media. Focus topics include effective and proper use of business media (e-mail and internet correspondence, memoranda, letters, outlines, short reports, and other relevant business documents), effective use of reference materials (Gregg Reference Manual and internet-based reference resources), expansion of spelling and vocabulary repertoire, use of critical thinking and problem solving skills in the writing and editing of assigned business cases, and principles of document formatting/design.

3 Class Hours; Prerequisite for BIT majors: BIT 110.

BIT 160

Intro to Computerized Financial Information Processing (1)

Students will learn to utilize a PC and selected software to process personal financial information in order to prepare a budget, checks and a check register, bank reconciliation statement, determine the savings of purchasing with cash, and compute and prepare simple tax forms.

1 Class Hour; Prerequisite: BIT 101 or the equivalent.

BIT 169

Mastering the Internet and the WWW (3)

This course is ideal for students in a broad range of disciplines who wish to become acquainted with the Internet and the world wide web. Develop the knowledge and skills necessary to send and receive

e-mail messages, access the internet, use a graphical browser, transfer and manage files, experience various resource discovery and information retrieval tools, and compile reports that includes images and text. Complete your reports with references cited using the latest information from the online MLA or APA style manuals. Explore the technical requirements for a home system and the impact the Internet has made on society. Get ready to become part of the Internet community by designing and creating a personal web page.

3 Class Hours; Prerequisite: BIT 101 Computer Keyboarding or the equivalent.

BIT 170

Introduction to the Internet (1)

Travel the information superhighway with skills taught in this course. You will learn to send and receive e-mail messages, access the internet, search for and retrieve information, and use a graphical browser.

1 Class Hour; Prerequisite: BIT 101 Computer Keyboarding or the equivalent.

BIT 171

Internet-Based Research (1)

Exploration of additional Internet resources. Hands-on experience with various resource discovery and information retrieval tools.

1 Class Hour; Prerequisite: BIT 170 Introduction to the Internet or the equivalent.

BIT 172

Creating Personal Web Pages (1)

Learn the basics of designing and creating your own web page using the composer feature of a popular web browser. Enhance your web page by incorporating images you create with the use of a digital camera and scanner.

1 Class Hour; Prerequisite: BIT 170 Introduction to the Internet or equivalent.

BIT 173

Basics of Website Creation (3)

Potential web authors should start here! Develop the foundation for website creation including HTML, web graphics, and basic web editors. Understand the tools needed to incorporate animation, image maps, slide shows, and more into your web documents. Apply what you have learned to the creation of a website as a final project.

3 Class Hours; Prerequisite: BIT 170 Introduction to the Internet or the equivalent.

BIT 180

Computers and Communications (3)

An introduction to the computer skills and knowledge vital for individuals pursuing a career requiring the use of computers for communications. A variety of software will be used. Students will be exposed to the PC and windows environment, the Internet, computer graphics and web page design and creation. Scanning and digitizing photographs will be introduced.

3 Class Hours

BIT 182**Designing Effective Web Pages (3)**

Experienced web designers will enhance their ability to create attractive, useful web sites by exploring the elements of good design. Issues such as audience identification, clarification of need, development of content, efficiency in use of files based on type and size, and an introduction to human factors in improving design will be explored. A popular commercial web authoring package will be used to create an attractive and effective web site as a final project.

3 Class Hours; Prerequisite: BIT 173 Basics of Website Creation, or BIT 176 Using Web Editors, or the equivalent.

BIT 185**Raster-Based Software Tools for Web/Print Publishers (3)**

An introduction to Photoshop, the industry standard software program for creating and modifying raster/bitmap graphics. Students will learn to create, scan and edit images and text for print, multimedia, and web design. An emphasis will be placed on image manipulation, photo restoration, digital illustration, the use of slices and rollovers, and even how to create simple animations. Students will also become introduced to tools for creating vector graphics and type.

3 Class Hours

BIT 186**Interactive Websites (3)**

Keep visitors returning to your website by adding interactivity to your pages. Understand if, when, and how to incorporate JavaScripts, Java Applets, CGI, and Dynamic HTML. Designing for full accessibility and validating web pages will be stressed. Create an interactive website as a final project.

3 Class Hours; Prerequisite: BIT 173 Basics of Website Creation.

BIT 190**Animation for the Electronic Media (3)**

This course will introduce the student to the core principles of animation and how to use these principles to create animations for electronic presentations and web pages. Topics such as basic drawing, single frame and flip book animation styles, story boarding and composition will all be covered. Using Macromedia Flash and Microsoft PowerPoint students will learn how to add animations to their presentations and websites by creating animations with sound, buttons, and action.

3 Class Hours

BIT 197W**Cooperative Work Experience (1-3)**

Cooperative work experience is provided for individuals pursuing a certificate program through the Business Information Technology department. On-the-job experience will be related to specific educational background and career goals of the student. Opportunities will be available in a variety of areas. Cooperative Work Experience students will meet

with the coordinator on a regular basis. Meetings will address resumés, cover letters, interview techniques, appropriate dress, and professionalism.

3 Class Hours; Prerequisite: 12 earned credits in the department.

BIT 200**Spreadsheets with Business Applications (3)**

Creation of spreadsheets, use of database functions, and preparation of charts, using functions and features appropriate for business documents.

3 Class Hours; Prerequisite: BIT 101 Computer Keyboarding or the equivalent.

BIT 201**Introduction to Spreadsheets (1)**

Use of basic spreadsheet functions for business-related applications.

1 Class Hour; Prerequisite: BIT 101 Computer Keyboarding or the equivalent.

BIT 202**Intermediate Spreadsheets (1)**

Use of spreadsheet and chart functions for business-related applications.

1 Class Hour; Prerequisite: BIT 201 Introduction to Spreadsheets.

BIT 203**Advanced Spreadsheets (1)**

Use of advanced features to enhance business-related applications for database, spreadsheets, and charting functions.

1 Class Hour; Prerequisite: BIT 202 Intermediate Spreadsheets.

BIT 210**Machine Transcription (3)**

Emphasis on increasing skill in proofreading and editing a variety of documents and transcribing recorded materials. Continuing development of knowledge of business vocabulary, grammar usage, punctuation, and spelling.

3 Class Hours; Prerequisites: BIT 110 Basic Transcription and BIT 130.

BIT 240**Desktop Publishing Using PageMaker (3)**

Become familiar with graphic design techniques, principles of page layout and design, and desktop publishing terminology and applications. Create a variety of documents such as flyers, brochures, newsletters and business cards. Become familiar with style sheets, templates, and importing material created in other software programs.

3 Class Hours; Prerequisite: BIT 101 Keyboarding or the equivalent.

BIT 245**Electronic Page Layout Using QuarkXpress (3)**

Use this powerful page layout program to set type and incorporate text and graphics in single and multiple-page documents in a Windows environment.

3 Class Hours; Prerequisite: BIT 101 or the equivalent.

BIT 250**Integrated Microsoft Office (3)**

Integrated Microsoft Office will acquaint students with operating systems, word processing, database management, spreadsheet applications, and presentation graphics. Students will prepare business documents by embedding and linking files.

3 Class Hours; Prerequisite: BIT 101 or the equivalent.

BIT 251**Introduction to Microsoft Word (1)**

Learn to use this popular word processing package to prepare simple letters, memos, and reports. Upon successful completion of this course, you will be able to create, store, and print routine business and/or personal documents efficiently.

1 Class Hour; Prerequisite: BIT 101 or the equivalent.

BIT 252**Introduction to Microsoft Excel (1)**

Use this popular software to prepare worksheets and charts. Learn to create and use multiple worksheets, link workbooks, create lists and macros, and use templates.

1 Class Hour; Prerequisite: BIT 101 or the equivalent.

BIT 253**Introduction to Microsoft Access (1)**

Use this popular database software to prepare tables and reports. Create and use queries to sort and select records.

1 Class Hour; Prerequisite: BIT 101 or the equivalent.

BIT 254**Introduction to PowerPoint (1)**

Learn to create simple text charts, data charts, speaker notes, handouts, and a screen show using a sophisticated graphics software package.

1 Class Hour; Prerequisite: BIT 101 or the equivalent.

BIT 255**Integrated Business Office Applications (3)**

Advanced office functions including integrating word processing, database, spreadsheets and presentation graphics. Preparation of business documents.

3 Class Hours; Prerequisite: BIT 130.

BIT 260**Introduction to Database Management (3)**

Concepts and functions of database management for practical business applications.

3 Class Hours.

BIT 265**Project Management (3)**

This course is designed to prepare students in planning, organizing, and executing the steps in project development. Students will develop teamwork and time management skills to carry a project through its life cycle.

3 Hours.

BIT 270W**Personal and Professional Development (3)**

A course designed to complement the hard/technical skills information technology students possess. Focus on soft skills; topics include, defining personal direction, discovering personal and professional strengths, setting and achieving goals, handling stress and anger, understanding self-esteem, handling criticism, becoming a positive thinker, and taking appropriate control of personal and professional situations, disciplining thinking, learning to think critically, understanding the power of motivation, overcoming the fear of failure, defining and visualizing success, managing resources (time and money), and communicating assertively with all individuals.

3 Class Hours

BIT 275**Advanced Business Communication (3)**

An integrated, interactive course that enables students to further develop written communication skills and to develop professional presentation skills. Students will have the opportunity to develop and demonstrate effective written, verbal, nonverbal, and presentation skills through the development of a variety of business communication media. Topics include developing business-oriented presentations in areas including employment communication (individual, team interviews, portfolio presentation), crisis communication, persuasive communication, informational communication. (Students will further refine their skills in using reference material by researching information for each presentation. In addition, they will integrate electronic technology by using PowerPoint software for each formal presentation they make. Presentations will be videotaped and evaluated by peers and instructor.

3 Credit Hours; Prerequisite: BIT 110, BIT 140W, or departmental approval.

BIT 280W**Office Administration (3)**

This course is designed to help students understand the modern administrative practices of office management. Emphasis is placed on planning and organizing office operations, leadership and human relations in the office; familiarization with the budget process, and controlling office operations, including office systems, work measurement, and standards; managing travel arrangements. Decision-making skills are developed through problem analysis techniques.

3 Class Hours

BIT 285**Vector-Based Software Tools (3)**

Take an in-depth look at one of today's most popular software programs for computer illustration and its use in print and digital media. Students will be introduced to the tools available in Adobe Illustrator, how to work with objects, clipart web-graphics (bitmaps) color and more. Students will work with basic shapes including editing and painting and will learn to draw with precision using the pen tool as well as use the brush types to enhance their work. The art of blending, layering and air brushing will be taught. Students will also learn how use Photoshop and Illustrator to

enhance projects.

3 Class Hours; Prerequisite: BIT 185 Raster-Based Software Tools for Web/Print Publishers

BIT 290**Special Topics in Business Technologies (1-3)**

Topics in this course will acquaint the students with current advances and techniques in business, communications, and information technologies. Course topics may include Intranet, creation of multimedia documents, qualitative research methodology, and digital audio transcription technology.

1-3 Class Hours; Prerequisite: Departmental approval.

BIT 297W**Internship (1-3)**

Career-related experience that complements academic preparation in the business technologies area. Interns receive on-the-job experience in business setting and meet with the internship coordinator as scheduled. Meetings will address resumés, cover letters, interview techniques, appropriate dress and professionalism.

Prerequisite: Departmental Approval.

BIT 299**Independent Study (1-4)**

Under the guidance of a faculty member, the student will undertake a study, project, or research involving an advanced concept or problem relating to her/his major field of study. Only one independent study course is allowed each semester.

1-4 Class Hours; Prerequisite: Approval of faculty member and Department Chairperson.