

Computer Information Technology (CTS)

CTS 060. Essential Computer Usage. 2.0 Credits. Class-1.0.

Clinical-0.0. Lab-2.0. Work-0.0

This course covers the basic functions and operations of the computer. Topics include identification of components, overview of operating systems, and other basic computer operations. Upon completion, students should be able to perform basic computer commands, access files, print documents and complete fundamental application operations.

CTS 112. Windows (TM). 2.0 Credits. Class-1.0. Clinical-0.0. Lab-2.0. Work-0.0

This course includes the fundamentals of the Windows(TM) software. Topics include graphical user interface, icons, directories, file management, accessories, and other applications. Upon completion, students should be able to use Windows(TM) software in an office environment.

CTS 115. Information Systems Business Concepts. 3.0 Credits.

Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems.

Prerequisites: Take 1 group: Take DMA 010 DMA 020 DMA 030 DMA 040 DMA 050; Take MAT 003. Take 1 group: Take DRE 097 DRE 098; Take ENG 002

CTS 118. Is Professional Communications. 2.0 Credits. Class-2.0.

Clinical-0.0. Lab-0.0. Work-0.0

This course prepares the information systems professional to communicate with corporate personnel from management to end-users. Topics include information systems cost justification tools, awareness of personal hierarchy of needs, addressing these needs, and discussing technical issues with non-technical personnel. Upon completion, students should be able to communicate information systems issues to technical and non-technical personnel.

Prerequisites: Take EFL 112 ENG 111 ENG 112 ENG 113 or ENG 114; Minimum; grade C. Take CTS 115, minimum grade of C

CTS 130. Spreadsheet. 3.0 Credits. Class-2.0. Clinical-0.0. Lab-2.0.

Work-0.0

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CTS 225. Spreadsheet Data Analysis. 3.0 Credits. Class-2.0.

Clinical-0.0. Lab-2.0. Work-0.0

This course presents basic and advanced techniques for data analysis and management using electronic spreadsheets. Topics include an overview of spreadsheet analytics, terminology, model preparation, and analytical techniques. Upon completion, students should be able to develop reliable and effective quantitative data models and reports to support analysis and decision-making for common business systems.

Prerequisites: Take CTS 130, minimum grade of C

CTS 230. Advanced Spreadsheet. 3.0 Credits. Class-2.0. Clinical-0.0.

Lab-2.0. Work-0.0

This course covers advanced spreadsheet design and development. Topics include advanced functions and statistics, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets.

Prerequisites: Take CTS 130, minimum grade of C

CTS 240. Project Management. 3.0 Credits. Class-2.0. Clinical-0.0.

Lab-2.0. Work-0.0

This course introduces computerized project management software. Topics include identifying critical paths, cost management, and problem solving. Upon completion, students should be able to plan a complete project and project time and costs accurately.

Prerequisites: Take CTS 115, minimum grade of C