

# INFORMATION TECHNOLOGY - BUSINESS SUPPORT

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The IT Business Support curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible curriculum that can be customized to meet the community's needs for Information Technology.

Coursework will develop a student's ability to communicate complex technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, Microsoft applications, operating systems, database, networking, security, and technical support.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies that rely on computer systems to manage information, whether working at a desk or in an IT position. Graduates should be prepared to sit for industry-recognized certification exams.

## Learning Outcomes

Upon completion of this program, students will be able to:

- Demonstrate knowledge of advanced computer skills when preparing and presenting the final PowerPoint presentation
- Identify critical paths, cost management, and problem-solving skills when completing a final IT project utilizing "Microsoft Project" software
- Integrate computer hardware and operating systems to create a functional computer
- Use basic programming skills in a presented project.
- Show understanding of Microsoft *Windows*

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## Information Technology - Business Support Associate in Applied Science – A25590B

Course	Title	Credit Hours
<b>First Year</b>		
<b>Fall</b>		
ACA 111	College Student Success	1
CIS 110	Introduction to Computers	3

CTI 110	Web, Programming, and Database Foundation	3
CTS 115	Information Systems Business Concepts	3
NOS 110	Operating Systems Concepts	3
WEB 110	Internet/Web Fundamentals	3
Credit Hours		16

<b>Spring</b>		
CTI 120	Network and Security Foundation	3
CTS 120	Hardware/Software Support	3
CTS 130	Spreadsheet	3
DBA 110	Database Concepts	3
OST 136	Word Processing (Word)	3
Credit Hours		15

<b>Summer</b>		
CTS 125	Presentation Graphics (PowerPoint)	3
Social Science Elective *		3
Credit Hours		6

<b>Second Year</b>		
<b>Fall</b>		
CIS 115	Introduction to Programming and Logic	3
BUS 137 or ACC 120	Principles of Management or Principles of Financial Accounting	3-4
ENG 111	Writing and Inquiry	3
SEC 110	Security Concepts	3
Humanities Elective *		3
Credit Hours		15-16

<b>Spring</b>		
BUS 260	Business Communication	3
CTS 240	Project Management	3
MAT 143 or MAT 171	Quantitative Literacy or Precalculus Algebra	3
ENG 112 or ENG 114	Writing and Research in the Disciplines or Professional Research & Reporting	3
NOS 130 or ACC 150	Windows Single User or Accounting Software Applications	2-3
Credit Hours		14-15
Total Credit Hours		66-68

\*Please see the Suggested Humanities and Social/Behavioral Science Elective List for AAS Majors webpage.

## MS Applications and Business Accounting Diploma Option – D25590A

Gainful Employment Disclosure (<https://www.stanly.edu/ajax/gedt/ED25590A.html>)

Course	Title	Credit Hours
<b>First Year</b>		
<b>Fall</b>		
ACA 111	College Student Success	1
ACC 120	Principles of Financial Accounting	4
CIS 110	Introduction to Computers	3

CTI 110	Web, Programming, and Database Foundation	3
NOS 110	Operating Systems Concepts	3
CTS 115	Information Systems Business Concepts	3
Credit Hours		17

**Spring**

ACC 150	Accounting Software Applications	2
CTI 120	Network and Security Foundation	3
CTS 120	Hardware/Software Support	3
CTS 130	Spreadsheet	3
DBA 110	Database Concepts	3
ENG 111	Writing and Inquiry	3
OST 136	Word Processing	3
Credit Hours		20

**Summer**

CTS 125	Presentation Graphics	3
ENG 112 or ENG 114	Writing and Research in the Disciplines or Professional Research & Reporting	3
Credit Hours		6
Total Credit Hours		43

## IT - Microsoft Applications Diploma Option – D25590M

Gainful Employment Disclosure (<https://www.stanly.edu/ajax/gedt/ED25590M.html>)

Course	Title	Credit Hours
<b>First Year</b>		
<b>Fall</b>		
ACA 111	College Student Success	1
CIS 110	Introduction to Computers	3
CTI 110	Web, Programming, and Database Foundation	3
CTS 115	Information Systems Business Concepts	3
NOS 110	Operating Systems Concepts	3
WEB 110	Internet/Web Fundamentals	3
Credit Hours		16
<b>Spring</b>		
CTI 120	Network and Security Foundation	3
CTS 120	Hardware/Software Support	3
CTS 130	Spreadsheet (Excel)	3
DBA 110	Database Concepts	3
ENG 111	Writing and Inquiry	3
OST 136	Word Processing (Word)	3
Credit Hours		18
<b>Summer</b>		
CTS 125	Presentation Graphics (PowerPoint)	3
ENG 112 or ENG 114	Writing and Research in the Disciplines or Professional Research & Reporting	3
Credit Hours		6
Total Credit Hours		40

## IT - Technical Business Accounting Certificate Option – C25500BA

Gainful Employment Disclosure (<https://www.stanly.edu/ajax/gedt/EC25590BA.html>)

Code	Title	Credit Hours
ACA 111	College Student Success	1
ACC 120	Principles of Financial Accounting	4
ACC 150	Accounting Software Applications	2
CIS 110	Introduction to Computers	3
CTS 130	Spreadsheet (Excel)	3
OST 136	Word Processing (Word)	3
Total Credit Hours		16

## IT - Microsoft Applications Certificate Option – C25500MS

Gainful Employment Disclosure (<https://www.stanly.edu/ajax/gedt/EC25590MS.html>)

Code	Title	Credit Hours
ACA 111	College Student Success	1
CIS 110	Introduction to Computers	3
CTS 125	Presentation Graphics (PowerPoint)	3
CTS 130	Spreadsheet (Excel)	3
DBA 110	Database Concepts (Access)	3
OST 136	Word Processing (Word)	3
Total Credit Hours		16

## IT - Business Support CCP

Tuition-waived program for Career & College Promise (<https://www.stanly.edu/future-students/career-college-promise>) (high school juniors and seniors)

Code	Title	Credit Hours
ACA 111	College Student Success	1
CIS 110	Introduction to Computers	3
CTS 125	Presentation Graphics	3
CTS 130	Spreadsheet	3
DBA 110	Database Concepts	3
OST 136	Word Processing	3
Total Credit Hours		16