

Information Technology

ACC 201 Introduction to Financial Accounting

	SLO1	SLO 2	SLO3	SLO 4	SLO 5	SLO 6
Explain the purpose and give examples of the uses of basic financial statements of a business entity						X
Define assets, liabilities, and owner's equity, and discuss the relationship of the accounting equation to the process of recording business transactions						X
Explain the purpose of the journal, ledger, and trial balance and show how they are used in the recording process to facilitate the compiling and accumulation of accounting information						X
Record transactions for service and merchandising businesses in special journals and the general journal						X
Explain the purpose of adjusting and closing entries, proficiently prepare adjusting and closing entries						X
Explain the basic steps of the accounting cycle	X					X
Prepare and explain the basic elements of the Income Statement, Statement of Owner's Equity, and the Balance Sheet for a service or a merchandising						X

business.						
Explain “Internal Control” as a function of Accounting and indicate the basic principles involved in establishing controls to safeguard assets and enhance the accuracy and reliability of accounting records	X					X
Describe the nature of special journals and subsidiary ledgers, proficiently execute manual recording procedures, and fully explain how computerization affects such procedures	X			X		X
List the basic procedures necessary for effective accounting and control of cash transactions; correctly preparing bank reconciliations; and establishing and maintaining petty cash funds	X					X
Record and control transactions involving credit sales and purchases, including the procedures for recording uncollectible accounts	X					X
Describe promissory notes and account for such notes, including the computation of interest	X					X
Calculate, accurately record, and report basic inventory transactions using the periodic and perpetual methods	X					X
Accurately determine inventory value using the lower of cost or market, gross profit, retail, and cost methods including pricing at FIFO, Average and LIFO	X					X
List the purpose and accounting	X					X

principles underlying the use of depreciation, its recording and reporting; and calculate depreciation using straight line, units of production, and accelerated methods						
Determine “cost” of plant, property, and equipment; differentiate between capital and revenue expenditures; and prepare entries to record typical transactions and events, including disposals	X					X
List the major components and procedures involved in the maintenance of payroll records and account for payrolls and payroll taxes	X					X
Explain generally accepted accounting principles and the various principles which should be observed to assure “reliability, understandability, and comparability” of financial reports	X					X
Determine amounts and record transactions affecting partnerships, including formation, distribution of profits and losses, changes in membership, and liquidation, and prepare Statements of Partners’ Equities	X					X

BUS 120 Principles of Business (3)

	SLO1	SLO 2	SLO3	SLO 4	SLO 5	SLO 6
Discuss and explain the impact of external factors on business decisions relative to the accomplishment of the mission and objectives of an organization	X					X
Define various forms of ownership and determine their appropriateness relative to an organization's resources, goals, and objectives	X					X
Examine and explain various business functions and practices and their impact on the successful operation of a business.	X					X
Determine the impact of internal business decisions on local communities, other businesses, the environment, and other areas external to the company	X					X
Specify ethical standards for businesses operating in the USA and contrast with foreign markets	X					X
Relate the business environment and functions to personal career choices						X

EBUS 101 Teamwork Fundamentals (3)

	SLO1	SLO 2	SLO3	SLO 4	SLO 5	SLO 6
Practice the values and skills of teamwork to:						
• Complete a major teamwork project	X					X
• Solve team conflicts	X					X
• Develop a critical path to accomplish teamwork goals	X					X
• Justify revenue projections and conduct a cost benefit analysis.	X					X
• Effectively use appropriate measurement tools to assess project outcomes	X			X		X
• Explain the role of social, legal and ethical issues in business decisions						X
• Apply technology to develop and manage a project	X			X		X
• Produce team projects using a variety of presentation techniques such as whiteboard, flipchart, PowerPoint and/or webpage	X			X		X
• Conduct secondary research	X				X	X
• Communicate effectively with team members						X

ICS 100 Computing Literacy and Applications (3) KCC AS/NS

	SLO1	SLO 2	SLO3	SLO 4	SLO 5	SLO 6
Utilize the basic features of computer applications to communicate effectively in the work environment	X		X	X	X	X
Produce documents in a variety of formats	X		X	X	X	X
Create, edit, and format electronic spreadsheets using simple formulas, functions, and charts	X		X	X	X	X
Create and organize a variety of electronic slides using templates, background styles, graphics, and animation effects	X		X	X	X	X
Utilize operating system interfaces to manage computer resources effectively	X		X	X	X	X
Utilize online resources for research and communication	X		X	X	X	X
Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications	X		X	X	X	X
Describe ethical issues involved in the use of computer technology	X		X	X	X	X

ICS 101 Digital Tools for the Information World (3)

	SLO1	SLO 2	SLO3	SLO 4	SLO 5	SLO 6
Utilize the appropriate computer applications to produce professional-level documents, spreadsheets, presentations, databases, and web pages for effective communication (major content area)	X	X	X	X	X	X
Produce documents in a variety of formats	X	X	X	X	X	X
Create, edit, and format electronic spreadsheets using formulas, functions, and charts	X	X	X	X	X	X
Utilize a database with queries and reports that display required data	X	X	X	X	X	X
Create and organize a variety of electronic slides using templates, background styles, graphics, photos, and animation effects	X		X	X	X	X
Utilize operating system interfaces to manage computer resources effectively	X	X	X	X	X	X
Extract and synthesize information from available Internet resources using intelligent search and discrimination	X	X	X	X	X	X
Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications to effectively interact	X	X	X	X	X	X

with other computer users and to prepare for higher-level computer courses						
Describe ethical issues involved in the use of computer technology.	X	X	X	X	X	X

ITS 124 Small Business Networking (3)

	SLO1	SLO 2	SLO3	SLO 4	SLO 5	SLO 6
Work effectively in teams	X		X	X		X
Manage networking projects	X	X	X	X	X	X
Identify the elements of, and uses for, a computer network in a small business	X	X	X	X	X	X
Identify the prominent networking standards organizations		X	X	X	X	X
Use the Windows desktop operating system	X		X	X	X	X
Identify the characteristics of popular networking protocols such as TCP/IP, IPX/SPX, NetBIOS and AppleTalk		X	X	X	X	X
Use addressing schemes of popular networking protocols	X	X	X	X	X	X
Explain the benefits and limitations of different networking media	X		X	X	X	X
Install network cabling in various topologies using industry-standard practices	X		X	X	X	X
Install network interface cards and their software drivers	X		X	X	X	X
Use common TCP/IP tools such as PING, TELNET and DNS	X		X	X	X	X
Discuss issues relating to network maintenance, integrity and security	X	X	X	X	X	X

Define Intranets, Extranets, and Virtual Private Networks	X	X	X	X	X	X
Identify the business and legal principles related to an electronic commerce transaction.	X	X	X	X	X	X
Discuss information security technologies such as cryptography, digital signatures, key management and authentication	X	X	X	X	X	X

ITS 128 Introduction to Problem Solving (3)

	SLO1	SLO 2	SLO3	SLO 4	SLO 5	SLO 6
Identify flowcharting and programming as problem-solving processes	X			X	X	X
Describe the steps in the development of a solution to a computing problem	X			X	X	X
Implement the basic constructs (sequence, decision, and looping) of a structured solution to solve a problem	X			X	X	X
Develop logic in the form of block flowcharts to solve a problem	X			X	X	X
Analyze block flowcharts for validity	X			X	X	X
Translate the block flowchart into a program using a programming language appropriate for the course	X			X	X	X
Debug programs to ensure accurate results	X			X	X	X
Design system flowcharts	X			X	X	X
Write effective documentation	X			X	X	X

ITS 129 Introduction to Databases (3)

	SLO1	SLO 2	SLO3	SLO 4	SLO 5	SLO 6
Define a relational database	X(QUERY)	X		X	X	X
Define common database terminology such as tables, records, fields, keys, views and relationships	X	X		X	X	X
Describe the database design process	X	X		X	X	X
Define advantages of good database design	X	X		X	X	X
Define a database and describe the main logical differences between traditional files and databases	X	X		X	X	X
Define a database management system (DBMS) and describe relationships of DBMS to a database and to users	X	X		X	X	X
Use Structured Query Language to manipulate data	X	X		X	X	X
Identify SQL standards	X	X		X	X	X
Design simple relational database with proper documentation	X	X		X	X	X
Create a database schema	X	X		X	X	X
Work effectively in teams	X	X		X	X	X
Manage projects	X	X		X	X	X

ITS 144 Business PC System Maintenance/Support and OS Installation (3)

	SLO1	SLO 2	SLO3	SLO 4	SLO 5	SLO 6

Describe the types of operating systems currently in use by businesses	X		X	X	X	X
Describe the functions of operating systems	X		X	X	X	X
Define general operating system terminology	X		X	X	X	X
Describe the basic features and characteristics of PC processors and their operating systems	X		X	X	X	X
Demonstrate basic functions and features of DOS, Linux, Windows 95, 98, 2000 server, XP, .NET	X		X	X	X	X
Install an operating system	X		X	X	X	X
Upgrade to a new operating system	X		X	X	X	X
Install peripheral devices and device drivers	X		X	X	X	X
Assemble, maintain, troubleshoot various PC hardware components	X		X	X	X	X
Perform file system and disk maintenance	X		X	X	X	X

ITS 148 Visual Basic I (3)

	SLO1	SLO 2	SLO3	SLO 4	SLO 5	SLO 6
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Explain the concept of event-driven programming	X			X	X	X
Explain the basic concepts of objects in programming	X			X	X	X
Solve business application problems using event-driven programming and objects	X			X	X	X
Write, test, and debug event-driven programs	X			X	X	X
Document event-driven programs	X			X	X	X

ITS 149AD Database Administration I (3)

	SLO1	SLO 2	SLO3	SLO 4	SLO 5	SLO 6
Install the Database	X	X		X	X	X
Back up and Recover Data	X	X		X	X	X
Administer Users	X	X		X	X	X
Transport Data between Databases	X	X		X	X	X
Manage Data	X	X		X	X	X
Configure the Network	X	X	X	X	X	X

ITS 227 Web Site Development (3)

	SLO1	SLO 2	SLO3	SLO 4	SLO 5	SLO 6

Discuss the history of the Internet	X		X	X	X	X
Define the Internet	X		X	X	X	X
Use the terminology of the Internet	X		X	X	X	X
Explain how the Internet works	X		X	X	X	X
Describe the e-commerce use of information technology	X			X	X	X
Access the Internet through different protocols	X		X	X	X	X
Work with the operating systems to connect to the Internet	X		X	X	X	X
Navigate through various Internet resources to process e-mail, access information, and communicate with other networks	X		X	X	X	X
Design, develop, and update World Wide Web pages	X		X	X	X	X
Disseminate information on the Internet	X		X	X	X	X
Explain the social impact of the Internet	X		X	X	X	X
Describe current problems of the Internet	X		X	X	X	X
Assess the future potential of the Internet	X		X	X	X	X

ITS 228 Visual Basic II (3)

	SLO1	SLO 2	SLO3	SLO 4	SLO 5	SLO 6
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Use structured program design and methodologies	X			X	X	X
Develop multiform applications	X			X	X	X
Manage structures and files	X			X	X	X
Develop object oriented programs	X			X	X	X
Develop database programs	X	X		X	X	X

ITS 229AD Database Administration II (3)

	SLO1	SLO 2	SLO3	SLO 4	SLO 5	SLO 6
Use RMAN to create and manage backup sets and image copies	X	X		X	X	X
Recover the database to a previous point in time	X	X		X	X	X
Use Oracle Secure Backup to backup and recover a database	X	X		X	X	X
Use Oracle's Flashback technology to recover your database	X	X		X	X	X
Detect block corruptions and take appropriate measures to correct them	X	X		X	X	X
Use the various Database advisors and views to monitor and improve database performance	X	X		X	X	X
Control database resource usage with the Resource Manager	X	X		X	X	X
Simplify management tasks by using the Scheduler	X	X		X	X	X
Review database log files for diagnostic	X	X		X	X	X

purposes						
Customize language-dependent behavior for the database and individual sessions	X	X		X	X	X
Administer a VLDB	X	X		X	X	X
Implement a secure database	X	X	X	X	X	X
Transport data across platforms	X	X	X	X	X	X

ITS 220 (Alpha) Topics in Networking Technologies (3)

	SLO1	SLO 2	SLO3	SLO 4	SLO 5	SLO 6
Upon successful completion of ITS 220, for the Networking Technology(s) chosen, the student should be able to:						
Describe its history			X	X	X	X
Define its terminology	X		X	X	X	X
Describe its concepts and features	X		X	X	X	X
Use networking technology vocabulary	X		X	X	X	X
Use hardware and software components required for data communications	X		X	X	X	X
Demonstrate the practical application of skills in the installation, configuration, and management of the networking technology	X		X	X	X	X
Evaluate the implementation of the technology for efficiency and effectiveness	X		X	X	X	X
Describe its relationship to other networking technologies	X		X	X	X	X
Describe its impact on current business practices	X		X	X	X	X

ITS 221 (Alpha) Topics in System Development (3)

Upon successful completion of ITS 221 (Alpha), for the technology(s) chosen, the student should be able to:	SLO1	SLO 2	SLO3	SLO 4	SLO 5	SLO 6
Describe its history	X	X		X	X	X
Define its terminology.	X	X		X	X	X
Describe its concepts and features	X	X		X	X	X
Apply skills in the creation and management of a system	X	X		X	X	X
Evaluate the implementation of the system for efficiency and effectiveness	X	X		X	X	X
Describe its relationship to other technologies	X	X		X	X	X
Describe its impact on current business practices	X	X		X	X	X

ITS 293 Information Technology Program Internship (3)

	SLO1	SLO 2	SLO3	SLO 4	SLO 5	SLO 6

Perform activities in a cooperative work environment involving such areas as routine tasks, problem or crisis situations, creative suggestions or initiatives, personal development, work attitudes, and other competencies as determined by the instructor and the employer	X	X	X	X	X	X
Analyze or describe the job assignment in relationship to principles, concepts or procedures covered in the field of study to demonstrate practical work place experience and relate that experience to the ITS course of study	X	X	X	X	X	X
Meet industry standards for the ITS course of study as evidenced by workplace ethics, behavior, team work and interpersonal relations	X	X	X	X	X	X
Identify the personal qualities, work habits, and attitudes that lead to professionalism in the work place	X	X	X	X	X	X

ITS 224 Help Desk Support Practices (3)

	SLO1	SLO 2	SLO3	SLO 4	SLO 5	SLO 6
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• Manage a task	X		X	X	X	X
• Educate and train others	X		X	X	X	X
• Provide efficient and effective customer service	X		X	X	X	X
• Solve problems and troubleshoot by analyzing situations	X		X	X	X	X
• Manage a project	X		X	X	X	X
• Document problems and solutions	X		X	X	X	X
• Install and maintain hardware and software	X	X	X	X	X	X