

New Hampshire's Information Technology Pathway



Business Technologies

Sequence of Recommended Courses and Descriptions

Postsecondary Partner: **NHCTC-Stratham**

Secondary Partner: **R.W. Creteau Technology Center, Rochester, NH**

Job Function(s) for a Career in Business Technology

Planning, managing, and providing support and services within an IT-dependent industry such as: financial services, travel & tourism, international business, healthcare, manufacturing & engineering, law, government and public safety.

Occupations

- Hotel/Motel Managers
- Sales/Marketing Managers
- Small Business Entrepreneurs
- Executive Administrative Assistants
- Office Managers
- Information Systems Management
- Web Page Designers
- Computer Applications Specialist

Core Academic Foundation

4 credits of English
2-3 credits of Math
2-3 credits of Science
2-3 credits of Social Studies
2-3 credits of Foreign Language
½ - 1 credit of Art/Music
½ - 1 credit of Computer Literacy
1+ credit of Physical Education

Core IT Required Courses

IT & ME
IT & ME Works

Core IT Elective Courses

Business & Personal Law
Business Management
Principles of Marketing/eCommerce
Public Speaking & Media

Core IT Career Technical Courses

Accounting
Computer Applications
Microsoft Office
Desktop Publishing
Web Page Design I & II
Programming Logic

NHCTC – Manchester/Stratham

A.S. Computer Technologies

After students complete the core technical courses, it is recommended that students focus on a specific area of technology by taking higher level classes in one of the disciplines offered in Computer Technologies. Students may graduate with an Associate's Degree in Computer Technologies as well as a Certificate in Programming, Multimedia Production, Web Development, Computer Networking, Office Technologies, Database Design or e-Commerce.

IT & ME (or its equivalent)

As a foundation course to learning how to operate a personal computer, students will explore the three major theory topics of - hardware, software, and communication. Using a fully integrated, hands-on approach, students will learn the fundamental elements of the most current version of Microsoft Office- Word, Excel, Access, and PowerPoint. Students are required to have basic keyboarding skills before taking this course. Recommended for non-computer majors and students needing basic computer skills.

IT & ME Works (or its equivalent)

In this course, students will gain knowledge, skills and experience in four career strands; Business Information Studies, Network Systems, Programming, and Multimedia. They will learn the principles of marketing, eCommerce and the challenge of securing on-line transactions; they will use advanced skills to customize documents, using graphics, tables, charts, multimedia clips. Students will learn programming logic and build databases and web pages. They will explore the inner workings of a computer network and acquire the proficiency to build and repair a computer. Through this in-depth exploration of the technical and employability skills required for each of the four career strands, students will be prepared to enroll in the upper level courses. Prerequisite: IT & ME

ACCT 113 - Accounting I

An introduction to accounting as the language of business. The student will be introduced to accounting procedures necessary to prepare financial statements utilizing current concepts and principles. This includes journalizing transactions, trial balance, adjustments, closing entries, accounts receivable and payable, special journals, payroll, cash receipts, disbursements and banking procedures.

BUS 114 - Business Management

The principles and techniques underlying the successful organization and management of business activities will be covered in this course. Traditional analysis of management principles with the behavioral approach to case studies will be combined. The study includes the management functions of planning, organization, leadership, staffing controls and the decision-making process.

ENGL113 Oral Communication

This course is designed to give a student confidence and poise in a public speaking situation through practice in speech preparation and presentation or equivalent and/or permission of the instructor.

MKTG 125 Principles of Marketing

An introduction to basic concepts with primary application to public and non-profit organizations, national and global, including marketing objectives, strategies, segmentation and promotion.

CIS111 Computer Technologies

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CIS124 Web Programming I

This course covers all introductory web page development syntax. Students will study in detail the required tags, semantics, and idioms of HTML (hypertext markup language) as defined by the current version of the W3 Consortium standard. The course will cover all HTML tags and attributes, rules, images, links and document layout with an emphasis on cascading style sheets.

CIS 141 Desktop Publishing

This hands-on course introduces students to the basic hardware and software components of desktop publishing technology as well as the skills needed to produce attractive and effective printed materials. Students will learn to produce page layouts while experimenting with writing and graphic design.

BUS 211 Business Law

Based on student input at the start of the course, the course will encompass some of the common topics in criminal and civil law. Likely areas to be taught and discussed include civil and criminal justice systems, contracts, consumer protection, real and personal property, insurance, employment and wills.

CIS 112 Programming Logic

This course will emphasize systems thinking as an approach to solving computer problems and understanding formal logic. Programming theory and logic will be presented with hands-on practice in model environments, while students are provided with essential problem-solving methods, techniques, and disciplines. Control flow, data manipulation and planning methods will be emphasized. Students will develop confidence in applying programming solutions, will be exposed to pertinent terminology and will learn the effective use of reference materials.

CIS 221 Advanced Word Processing

This course encompasses the intermediate and advanced features, commands and functions of the most current version of Microsoft Word to achieve master-skill level. Students will learn to prepare, enhance, and customize documents from basic communication formats to more complicated formats. Advanced tool and techniques will be introduced such as graphics, tables, charts, drawings, multimedia clips as well as cut and paste, macros, formatting and design plus mail merge, columns, wizards and OLE files.