



IUPUI
DEPARTMENT OF COMPUTER
INFORMATION AND
GRAPHICS TECHNOLOGY
SCHOOL OF ENGINEERING AND TECHNOLOGY
 A Purdue University School
 Indianapolis

Computer & Information Technology's Computer Technology Applications Certificate

AVAILABLE 100% ONLINE

The Computer Technology Applications Certificate (CTAC) is ideal for degree-seeking students wishing to combine their intellectual capabilities with IT skills in preparation for serving in a knowledge-based economy. Information Technology (IT) permeates today's information age, knowledge-based economy, and all industries and occupations. Knowing how to fully integrate and take advantage of industry application programs is essential.

This certificate is designed to give you extensive knowledge of computer applications, equipping you to be successful in your professional and educational careers while giving you skills to transition to the technology of the future. By completing this certificate, you will become a power user of office software applications, using these applications to build Web sites, develop software training modules, create interactive IT products, and complete a service learning product.

Students are required to successfully complete a total of six courses (18 credit hours) to earn the certificate. No more than 9.0 units of transfer credit can be applied towards this certificate. A certificate will be presented to those who successfully complete all course work.

Required Courses

Must be completed with C or better

Course	Title
CIT 10600	Using a Personal Computer
CIT 20600	Advanced Computer Applications
CIT 30600	Computer Technology Applications Capstone

Electives-Choose 3

Course	Title
CIT 11200	Information Technology Fundamentals
CIT 21200	Web Site Design
CIT 34600	Desktop Publishing Applications
OLS 26300	Ethical Decisions in Leadership

For course descriptions and prerequisite, please see reverse side.

Admission

Candidates for this certificate are required to be formally admitted by the IUPUI Office of Admissions, but not required to be a student in the Purdue School of Engineering and Technology. To earn the certificate, students must contact the department to complete paperwork to add the degree to their program plan of study before they enroll in the last semester or sooner. Credits earned while completing this certificate may be applied to a B.S. degree in Computer & Information Technology.



Course Descriptions

CIT 10600 Using a Personal Computer (3 cr.) Class 2, Lab 2; or Class 3. This course provides an introduction to word processing, spreadsheet, and presentation software. It also includes instruction in basic computer concepts, windows operating systems, the Internet, collaborative tools, and database concepts. Applications are taught through the use of problem solving assignments, projects, and exams.

CIT 11200 Information Technology Fundamentals (3 cr.) Class 3. This course provides students with a working knowledge of the terminology, processes, and components associated with information technology. Students will receive experience with the Internet, World Wide Web, current versions of hardware and software, networking, security, maintenance, information systems, and the application development process.

CIT 20600 Advanced Computer Applications (3 cr.) P: CIT 10600. This course will cover the advanced topics of office applications in Word, Excel, and PowerPoint, as well as establishing desktop publishing skills using Microsoft Publisher. Topics include web-driven applications, forms and documents, macros, financial functions, worksheet queries, web spreadsheets, web data bases, interactive OLS, VBA, brochures, newsletters, and business forms.

CIT 21200 Web Site Design (3 cr.) P: CIT 11200 or computer literacy. Class 3. This course is designed to give students an introduction to web site design and site creation. The course involves learning current standard XHTML fundamentals, CSS and design concepts. The proper design approach for constructing Web sites and related techniques will also be covered.

CIT 30600 Computer Technology Applications Capstone (3 cr.) P: CIT 20600. This course will study how organizations incorporate and automate computer applications, web applications and web services. Students will create a capstone project and a training module for an organization focusing on the use of current emerging computer and web application technologies as well as support and communication tools.

CIT 34600 Desktop Publishing Applications (3 cr.) P: CIT 10600 or equivalent. Interdisciplinary introduction to desktop publishing technology integrating application and hardware. Students will learn desktop publishing theory and techniques to produce flyers, newsletters, brochures, business forms, web forms, and publications with database interconnectivity. Service learning includes a complete DTP solution for a small business or not-for-profit agency. This course meets the IUPUI RISE challenge in Service Learning.

OLS 26300 Ethical Decisions in Leadership (3 cr.) Class 3. This class is for students interested in discussing and contemplating the difficult legal and ethical situations facing managers in all sizes and types of organizations. Students in this class will read and discuss a variety of writings on ethics in the workplace and also analyze both written and videotaped legal/ethical scenarios.

Administration of Program

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