

**Requirements for the Human Relations Major:**

1. Human Relations 315, 417, 421 (1-3 credits), 428, 496
2. Interdisciplinary Studies 206
3. Psychology 117, 234, 259 (or 255 or 256), 336, 365, 416
4. Social Science 217
5. Speech Communication 112, 220.

**Information Systems Management**

The Information Systems Management major prepares an individual for a career within the information systems component of an organization. An individual who completes this major will have the knowledge, skills, and experience to design, implement, and manage information systems and coordinate the communication function of information technology among the various components of the enterprise. This education is accomplished through the integration of coursework drawn from a variety of disciplines, including business, information science and technology, and communication.

**Basic Skills**

The level of teaching and learning for the Information Systems Management major requires that students have certain basic skills before beginning coursework for the major. All students must demonstrate basic competencies in each of the following areas before enrolling in any ISM prefixed course: word processing, spreadsheets, database, and information retrieval skills. Competency may be demonstrated by the successful completion of introductory level coursework in the areas, by successful completion of tests in the areas, or by the award of credit through portfolio.

**Requirements for the Information Systems Management Major:**

1. Complete the following courses: Information Systems Management 101, 102, 215, 253, 315, 316, 342, 409, 496.
2. Complete the following cognates:
  - a. Business 215, 242, 354
  - b. Economics 203 or 204
  - c. Interdisciplinary Studies 206
  - d. Philosophy-Religion 231
  - e. Speech Communication 220, 301, 316
3. Complete four additional approved courses chosen from the areas of information science and technology or related field. The four courses must represent a minimum of 10 semester credits.

**Liberal Arts Studies**

This degree program is specifically designed for nontraditional students who seek a bachelor's degree for career advancement and personal growth. This program of study provides a curriculum that focuses on the development of critical and analytical thinking skills, oral and written communication skills,

### **496 Senior Seminar (3)**

With the guidance of a faculty member, students will develop a research or experiential project which will demonstrate the knowledge and skills expected upon completion of the major. Satisfactory completion of this project, including a written and oral presentation, will demonstrate a solid understanding of the major, as well as the confidence and skills to work with existing and emerging aspects of the professional field, to do independent research and effective problem solving, and to communicate effectively. *Prerequisite: Interdisciplinary Studies 206, Business 215, senior standing, and permission.*

## **Computer Systems Applications (CSA)**

### **090 Introduction to Computer Systems (1)**

A course designed to bring students who are weak in computer skills to a competency level to allow for success in college-level computer courses. Students learn to use and navigate through current operating systems, utilize laser and dot-matrix printers, load software, operate CD-ROMS, and develop a working understanding of computer terminology. **Does not apply to minimum degree requirements. (Pass/Fail)**

*NOTE: All students in the Lincoln/Grand Island program must demonstrate adequate basic knowledge of the computer and basic keyboarding skills before enrolling in any computer systems course numbered above 090. This requirement may be met in one of the following ways:*

1. By passing Doane's Basic Computer Skills Tests.
2. By completing Computer Systems Applications 090 with a grade of "P" (Pass).

### **101 Introduction to Word Processing (1)**

An introduction to the microcomputer. Students learn to use a word processing applications program as a writing tool to create, revise, save and print documents. *(Pass/Fail)*

### **102 Introduction to Spreadsheets (1)**

A course wherein students learn to develop and use an electronic spreadsheet applications program, manipulating numerical data in tabular format for a variety of business applications. *Prerequisite: Computer Systems Applications 101, or permission. (Pass/Fail)*

### **103 Introduction to Database Software (1)**

A course which develops an understanding of how information may be stored and manipulated on a microcomputer with the use of a database applications program. Through hands-on experience, students learn how to organize, enter, manipulate, extract and create reports based on various kinds of data. *Prerequisite: Computer Systems Applications 101, or permission. (Pass/Fail)*

**106 Introduction to Statistical Software (1)**

Hands-on experience with a statistical applications program entering, manipulating and reporting data using various statistical techniques. Recommended: taken concurrently with a statistics course. *Prerequisite: Computer Systems Applications 101 or permission. (Pass/Fail)*

**107 Advanced Spreadsheets/Macros (1)**

A course providing advanced concepts for using electronic spreadsheets. Includes advanced functions, programming functions, linking worksheets, development of customized menus, and creation of run-time programs. *Prerequisite: Computer Systems Applications 102 or permission. (Pass/Fail)*

**108 Desktop Publishing (3)**

Lab-intensive experience in desktop publishing using personal computers. Demonstrates how technology can facilitate the creation of quality documents through the implementation of concepts of layout and design. Provides hands-on use of drawing (paint) programs, design programs, presentation graphics and desktop publishers. *Prerequisite: Demonstrated word processing competence or Computer Systems Applications 101.*

**109 Information Retrieval Skills (1)**

An introduction to the available resources for researching topics in a variety of discipline areas. Covers traditional search strategies, CD-ROM search, online information retrieval, and proper use/notation of bibliographic information. *Prerequisite: Computer Systems Applications 101 or demonstrated competency. (Pass/Fail)*

**283 Microcomputer Applications (1-2)**

Mastery of specified applications programs on microcomputers for small businesses and other organizations. Mastery of software-machine interaction and creation of systems for applications in business or other settings is demonstrated through a competency examination. *Prerequisite: Permission. (Pass/Fail)*

**285 Complex Microcomputer Systems (2-4)**

Mastery of extensive programs linked to businesses and other organizations; demonstration of proficiency in controlling data flow in such applications as finance, management, inventory, production, sales, personnel, scheduling, forecasting, information retrieval, records, and analysis. Assumes competency in microcomputer operation and applications programs. *Prerequisite: Permission. (Pass/Fail)*