

Computer Information Systems and Technology Student Handbook

2010-2011

University of Pittsburgh
at Bradford
Division of
Management and
Education

Info on curriculum, advising and other advice to insure our students stay on a four year plan and not a four month plan

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More
commonly
known as a
survival
guide.

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Introduction

You will find herein information about the curriculum, advisors, Pitt-Bradford services and general advice to help you throughout your time here. This handbook is meant to supplement the references listed at the end of this document and is not meant to replace them. If you cannot find an answer to a question by using this handbook or the listed references, see your advisor.

This guide will be revised from time-to-time to keep pace with the changes in the Department. Curricular requirements may change between revisions. Thus, the handbook may not always contain the completely current curricular information.

Being a Student

Introduction

You may have already heard from friends, family members or guidance counselors that you will experience a different form of education when you enter college; it is not like high school. Now, that doesn't imply that you should be apprehensive about college, but it does imply that you should keep your eyes open to the new environment and learn to adjust.

Self-reliance

During the next four years you will find yourself gaining more and more self-reliance. But self-reliance doesn't mean that you have to do everything yourself; it does mean that you ask for help when you need it and stand on your own two feet when you don't. Developing self-reliance should be one of your goals in college.

Professionalism

One adjustment to college is to think of yourself as a student –professional; a student who will soon be in an IT position or go on to graduate school. Like any professional position, there are certain expectations that you must fulfill. The best way to meet these expectations is to keep on top of things; don't let yourself fall behind. Also go to classes prepared; have all your work and reading done, and have questions ready. Participate in the discussions, practice the problems the professors assign and push yourself to do your best. You are building a strong base.

The professors do not cover everything that you must know in class; they expect that you will study beyond the lecture. You will find that the professors are more like guides and you have to play the teacher as well as the student more than you had to in high school. By forcing you to play a more active role in your education, they are preparing you for the professional world where there are no obvious teachers.

You will participate in many team projects while you are here. You will need to work and collaborate with your classmates and produce a set of deliverables. Working in this way is typical of professional life. Learn well how to do it.

Near the end of each semester each professor will give you a “course evaluation form” to fill out. The comments you make regarding the course and the professor are taken seriously. The professors’ salaries, tenure and promotion are influenced by the information on this form, and it is important that you are objective and professional in filling out these forms.

CIST Specifics

As a CIST student – someone who will be dealing with technology, we highly recommend having your own computer and high-speed Internet access. These are the basic tools of your trade.

As a Pitt-Bradford student you are entitled to a copy of the current versions of Microsoft Windows, Office as well as anti-virus and anti-spyware software. You can go to Computing Services in Fisher Hall 112 to pick this software up. In addition, the Division of Management and Education participates in the Microsoft Academic Alliance Program.

As a CIST major, other Microsoft software such as Project, Visio, Visual Studio, MS Virtual Server and others are available to you. Your instructor will give you access instructions when the software is needed in the course. You must abide by the licensing terms that will be provided. The CIST lab is located in Swarts Hall 236. There is a wealth of equipment that will be available for your use. Many of the core courses are held in this room. Please make this a “home” while you are here.

Advisors

Introduction

Each student at Pitt-Bradford is assigned an advisor. Find out who your advisor is if you do not know. Certainly, if you cannot find your advisor, any of the CIST faculty members will be able to help you answer your question.

Advisor-Student Relationship

Visit your advisor as often as you need and do it more frequently than once a semester. This will make the advising process easier and more productive. For example, your advisor will be able to write more effective employment or other recommendations for you. So call and schedule a meeting.

What is the Advisor’s Responsibility?

The advisor’s help may include career advice or help in choosing courses. Advisors will meet with each of their advisees during the course selection period. They prepare for these meetings by knowing the curriculum well. That means knowing substitute courses, course options available and the best course for a certain area of interest. Finally, the advisor must know you (and want to know you) the student.

Knowing your goals and interests will help them suggest the courses that suit you. After discussing your curriculum, the advisor will sign your registration sheet. You can then register. The advisor will usually establish special office hours for course selections and post signup sheets outside their offices. Again, any of the faculty in CIST can help you do this if your advisor is not available.

What is the Student's Responsibility?

The student, not the advisor is responsible for meeting the Pitt-Bradford graduation requirements. If you have not met the requirements, you will not graduate regardless of the advice you have received.

Therefore, know the graduation requirements and begin now to plan your Pitt-Bradford career. Then you can go into the course advising meeting with a draft of your course selections. Students who don't make the effort to create a draft of their schedule during advising for registration periods, will be asked by their advisor to go back and do so. Students should prepare to meet with their advisor by going into the PeopleSoft Student Information System and running a degree progress report. Print it out and review it. Students should be aware of the courses they have taken and need to take. You can get copies of the next term's course schedule online (<http://www.upb.pitt.edu/academicschedules.aspx>). Printed versions are available from enrollment services.

Program Rationale, Objectives and Outcomes

Rationale for the Overall Program

The rationale and impetus for providing a BS in Computer Information Systems and Technology (BSCIS&T) results from the following fundamental factors:

- Advancements in information technology have forced many universities, including Pitt-Bradford, to rethink their computing curricula; the traditional computer science degree no longer covers the ever-widening range of technology skills needed to be effective an IT professional in all areas.
- The emphasis in computing has shifted away from the study of the algorithm toward interaction
- The number of industries requesting students have a broader computer education requires a curriculum that focuses on the modification and usage of existing computer products more than on the creation of new ones.
- Businesses indicate the need IT and systems personnel capable of applying their knowledge to a particular business problem/environment.

Rationale for the Curriculum

The proposed program provides a common core of technology and systems related courses. The curriculum seeks a balance between the rapid rate of change in technology and the desire to create a curriculum with some longevity.

Issues of Curricular Emphasis

Lower-level courses will focus on specific technology and systems areas (networking, database, etc.) with a hands-on emphasis. Upper-level courses will focus on integration of technologies and information needs with an emphasis on the application of these technologies in today's global business environment. In addition, field-work will be emphasized through the requirement of an internship. Students will then demonstrate their learning success through a capstone course which will challenge students in their conceptual understanding of technologies and systems in a project environment. Students will analyze requirements, design potential solutions and then build the actual system as a final project.

Curriculum

Program Goal

The goal of the BSCIS&T program is to provide our IT graduates with the skills and knowledge to compete for information systems and technology related professional positions upon graduation.

Program Outcomes

Our program outcomes are aligned with those stated in the Association of Computing Machinery's (ACM) *IT 2005 and IS 2002*, specifically our graduates will be able to:

- Use and apply current technical concepts and practices in the core information technologies
- Analyze, identify and define the requirements that must be satisfied to address problems or opportunities faced by organizations or individuals
- Design effective and usable IT-based solutions and integrate them into the user environment
- Assist in the creation of an effective project plan
- Identify and evaluate current and emerging technologies and assess their applicability to address the users' needs
- Analyze the impact of technology on individuals, organizations and society, including ethical, legal and policy issues
- Demonstrate an understanding of best practices and standards and their application
- Demonstrate independent critical thinking and problem solving skills
- Collaborate in teams to accomplish a common goal by integrating personal initiative and group cooperation
- Communicate effectively and efficiently with clients, users and peers both verbally and in writing, using appropriate terminology
- Recognize the need for continued learning throughout their career
- Explain and apply appropriate information technologies and employ appropriate methodologies to help an individual or organization achieve its goals and objectives
- Manage the information resources of an organization
- Anticipate the change in direction of information systems and technology and evaluate and communicate the new capabilities of new systems and technologies to an organization

- Build new technology solutions that help an organization improve and innovate in its product/service environment

Issues of Curricular Focus

The BS CIS&T program is based upon the ACM's most recent published model curricula in IS and IT.

Issues of curricular focus within our program include:

- Lower-level courses will focus on specific technology and systems areas (networking, database, etc.) with a hands-on emphasis.
- Upper-level courses will focus on integration of technologies and information needs with an emphasis on the application of these technologies in today's global business environment.
- Field-work will be emphasized through the requirement of an internship.
- Students will demonstrate their learning success through a capstone course which will challenge students in their conceptual understanding of technologies and systems in a project environment. Students will analyze requirements, design potential solutions and then build the actual system as a final project.
- Our approach will be to provide students with team based projects early in the curriculum. Wherever possible, we will try to find team-based internships. In addition, students will be encouraged to find projects that cross disciplinary boundaries.
- Our communications with regional IT professionals and managers indicates that IT professionals must be able to communicate effectively with colleagues and clients. Course assignments will require written progress and laboratory reports.
- The capstone will be act as the final assessment mechanism in terms of effective communications. Students will be required to make formal and informal presentations and will be given ample opportunity to constructively critique each other's work.
- In addition, the program will provide for 2+2 capability with our Associate's degree program in Information Systems. This level of integration with our two year IT offering was not previously possible.

CIST Core Curriculum Table

BS in Computer Information Systems and Technology Requirements

Course requirements in the major

| | | |
|-----------|--|-----------|
| CIST 0150 | Programming Fundamentals | 3 |
| CIST 0161 | Technology of Computing | 3 |
| CIST 0163 | Introduction to Web Technology | 3 |
| CIST 0165 | Networking I | 3 |
| CIST 0166 | Networking II | 3 |
| CIST 0261 | Computer Security | 3 |
| CIST 0262 | Systems Administration | 3 |
| CIST 0265 | Information Structures | 3 |
| CIST 1307 | Database Design and Management | 3 |
| CIST 1310 | Systems Analysis and Design | 3 |
| CIST 1311 | Electronic Commerce | 3 |
| CIST 1325 | Introduction to Supply Chain Management | 3 |
| CIST 1408 | Project Management in Information Technology | 3 |
| CIST 1499 | CIS&T Internship | 3 |
| CIST 1451 | Capstone | 3 |
| | | 45 |

Choose 3 approved electives

(See advisor for other approved electives)

| | | |
|-----------|---|----------|
| CIST 1320 | User Interface Design | 3 |
| CIST 1401 | Information Assurance | 3 |
| CIST 1415 | Data Mining | 3 |
| CIST 1431 | Multimedia Introduction and Application | 3 |
| CIST 1301 | Advanced Web Technologies | 3 |
| | | 9 |

Other required courses

| | | |
|--------------|---------------|----------|
| MATH 0133 or | Statistics | 4 |
| ECON 0204 | | |
| MATH 0135 | Discrete Math | 3 |
| | | 7 |

Total credits required for the major **61**

General Education Program Requirements and Electives—Variable

(See General Education Program and General Requirements for the Bachelor's Degree under Academic Policies and Guidelines for further details.)

Suggested Course of Study

Suggested Course of Study BS in CIS&T

| | | |
|---------------------------------------|---|-------|
| <i>First Year</i> | | |
| ENG 0101 and 0102 | English Composition I and II | 6 |
| CIST 0150 | Programming Fundamentals | 3 |
| CIST 0161 | Technology of Computing | 3 |
| CIST 0163 | Introductory to Web Programming | 3 |
| CIST 0165 | Networking I | 3 |
| CIST 0166 | Networking II | 3 |
| FS 0102 | Freshman Seminar | 3 |
| General Education Course | | 3 |
| MATH 0135 | Discrete Math | 3 |
| | | <hr/> |
| | | 30 |
| <i>Second Year</i> | | |
| CIST 0261 | Computer Security | 3 |
| CIST 0262 | Systems Administration | 3 |
| CIST 0265 | Information Structures | 3 |
| MATH 0133 or ECON 0204 | Statistics | 4 |
| CIST 1310 | Systems Analysis and Design | 3 |
| General education or elective courses | | 15 |
| | | <hr/> |
| | | 31 |
| <i>Third Year</i> | | |
| CIST 1307 | Database Design and Management | 3 |
| CIST 1325 | Introduction to Supply Chain Management | 3 |
| CIST Electives | | 6 |
| General education or elective courses | | 19 |
| | | <hr/> |
| | | 31 |
| <i>Fourth Year</i> | | |
| CIST 1408 | Project Management in Information Tech. | 3 |
| CIST 1499 | Internship | 3 |
| CIST 1451 | Capstone | 3 |
| CIST Elective | | 3 |
| General education or elective courses | | 16 |
| | | <hr/> |
| | | 28 |

Course Descriptions

CIST 0150 FUNDAMENTALS OF PROGRAMMING

3 cr.

The course is designed to provide the student with an adequate understanding of programming concepts and principles to enable the student to design and implement programs for his or her own use or use in the classroom.

CIST 0161 THE TECHNOLOGY OF COMPUTING

3 cr.

IT professionals will encounter a variety of platforms in their career. The role of the IT professional

is to select, deploy, integrate, and administer platforms or components to support the organization's IT infrastructure. This course covers the fundamentals of hardware and software and how they integrate to form essential components of IT systems.

CIST 0162 SURVEY OF INFORMATION TECHNOLOGY **3 cr.**

This course provides an overview of the discipline of IT, describes how IT relates to other computing disciplines, and begins to instill an IT mindset. The goal is to help students understand the diverse contexts in which it is used and the challenges inherent in the diffusion of innovative technology. Students will study in detail fundamental technology components of information systems.

CIST 0163 INTRODUCTION TO WEB PROGRAMMING **3 cr.**

The concepts of Web programming. Prominently featured are the extensible markup language (XML) and CSS. Both client-side and server-side scripting through Web database access will be introduced. Assignments will focus developing skills using XML and expandable form in Web page design. Prerequisites: CIST 0161, CIST 0162

CIST 0165 NETWORKING I **3 cr.**

Networking I builds a deeper understanding of how networks work, including the topics of LANS, WANS, service providers, packets, hubs, routers, switches, Internet protocols routing and switching and the physical layer. Prerequisites: CIST 0161

CIST 0166 NETWORKING II **3 cr.**

Networking II builds upon the basic networking concepts provided in Networking I by adding the ideas of networking security to the discussion. Concepts covered include: cryptography, key algorithms, firewalls, wireless and mobile security and Internet security. Prerequisites: CIST 0165

CIST 0197 DIRECTED STUDY COMPUTER INFORMATION SYSTEMS AND TECHNOLOGY **1–3 cr.**

Directed study in computer information systems and technology. Permission of instructor required.

CIST 0205 WEB APPLICATION DEVELOPMENT

3 cr.

The focus of this course is the development of basic, dynamic web applications and the concepts and issues involved in their development. Students learn current software technologies such as Visual Studio as well as current design and development methodologies.

CIST 0209 INTRODUCTION TO WEB DATABASES

3 cr.

The basic concepts of data models, data sub-languages, and user-oriented query-languages in a network environment. The emphasis will be on the Structured Query Language (SQL), and the Programming Language/SQL (PL/SQL).

CIST 0250 SPECIAL TOPICS

3 cr.

The study of a special topic in computer information systems and technology.

CIST 0261 COMPUTER SECURITY

3 cr.

This course is an introduction to the concepts of data security, including policies, attacks, vulnerabilities, encryption, information states, and forensics. Prerequisites: CIST 0166.

CIST 0262 SYSTEMS ADMINISTRATION

3 cr.

This course focuses on those skills and concepts essential to the administration of computing systems, networks, software, file systems, Web systems, database systems, and system documentation, policies and procedures. This also includes education and support of the users of these systems. Laboratory sessions will consist of demonstrations and hands-on work in this area. Prerequisites: CIST 0161, CIST 0166

CIST 0265 INFORMATION STRUCTURES**3 cr.**

This course provides students an opportunity to further develop and refine their programming skills. In particular, the emphasis of this course is on the organization of information, the implementation of common data structures such as lists, stacks, queues, trees, and graphs, and techniques of data abstraction, including encapsulation and inheritance. Prerequisites: CIST 0150

CIST 1301 ADVANCED WEB DEVELOPMENT**3 cr.**

This course focuses on building interactive web sites and web applications. Emphasis is placed on database connectivity, web standards, and separation of code into presentation, persistence, and processing layers. CSS and JavaScript will be used to create a proper presentation layer. To handle processing and persistence, Ruby on Rails, along with the MySQL database server will be used. Prerequisites: CIST 0163, CIST0265

CIST 1307 DATABASE MANAGEMENT**3 cr.**

The structure, use, and design of database management systems (DBMS) architecture. Topics include basic concepts and discussion of database models, data sublanguages, and user-oriented query languages. Management issues such as the role of the DB administrator, data security, and recovery are also discussed..

CIST 1310 SYSTEMS ANALYSIS AND DESIGN**3 cr.**

Students are introduced to the basic concepts, methodologies, and tools used by systems analysts in the development of new information systems. Topics include problem-solving methods, system investigation, analysis, logical design, system maintenance, team dynamics, and data collection techniques and procedures. Prerequisite: CIST 0162

CIST 1311 ELECTRONIC COMMERCE**3 cr.**

Electronic commerce will be studied using cases, lectures, readings, and hands-on E-Commerce technology evaluations. Student teams will give presentations analyzing individual Web sites, including a detailed analysis and evaluation of the business model being used. Prerequisite: CIST

0162

CIST 1325 INTRODUCTION TO SUPPLY CHAIN MANAGEMENT**3 cr.**

Supply Chain Management is about the management of material and information flows in multi-stage production-distribution networks. Driven by fierce global competition and enabled by advanced information technology, many companies have taken initiatives to reduce costs and at the same time to increase responsiveness to changes in the marketplace. This course will provide students with the technical knowledge and the tools necessary to develop, implement, and sustain strategies for managing supply chain issues. Prerequisites: CIST 0162

CIST 1320 USER INTERFACE DESIGN**3 cr.**

The primary focus of this course is the successful design and implementation of user interfaces. Technical details, strategies, and principles will be examined, as well as concepts from human cognition studies.

Prerequisite: CIST 0205.

CIST 1401 INFORMATION ASSURANCE**3 cr.**

This course focuses on the understanding, application, and management of information assurance and survivability in computing, communication, and organizational systems. Information assurance includes operational issues, policies and procedures, risk analyses, recovery, and disaster planning. There will be some emphasis on preparing and presenting information assurance to corporate audiences. Prerequisites: CIST 0261, CIST 0209

CIST 1408 PROJECT MANAGEMENT IN INFORMATION TECHNOLOGY**3 cr.**

This course provides a comprehensive approach to project management within the context of information technology. The course addresses the culture, principles, and basic techniques of managing technical projects. Basic tools of project management, such as work breakdown structure, scheduling, contracting, cost analysis, and risk management, are explained and demonstrated. Prerequisites: CIST 1310

CIST 1415 DATA MINING 3 cr.

Data Mining seeks to provide the tools for the extraction of timely, strategic, informative, or previously unknown gems of information. Looking for patterns, statistically sound data correlation/discovery by association and classification, for example, can unearth knowledge buried within these huge databases. Prerequisite: CIST 1307.

CIST 1431 MULTIMEDIA INTRODUCTION AND APPLICATION 3 cr.

This course introduces students to current practices, technologies, methodologies, and authoring systems in the design and implementation of systems that incorporate text, audio, images, animation and full-motion video. Students will complete multimedia projects using state-of-the-art tools. Prerequisite: CIST1301 or permission of instructor

CIST 1450 TOPICS IN COMPUTER INFORMATION SYSTEMS AND TECHNOLOGY 3 cr.

The advanced study of a special topic in computer information systems and technology. Prerequisite: permission of instructor.

CIST 1451 CAPSTONE: COMPUTER INFORMATION SYSTEMS AND TECHNOLOGY 3 cr.

A capstone, project-oriented study of the planning, analysis, design and implementation of a business system using model-based software tools and available technology platforms. Much attention is given to communication and team skills. Student teams will be given a user-request for development and expected to develop appropriate systems in response. A final written report will be required as well as an oral summary. *GE: Capstone*

CIST 1497 DIRECTED STUDY: COMPUTER INFORMATION SYSTEMS AND TECHNOLOGY 1–3 cr.

Directed study in a specific area of computer information systems and technology. Permission of the instructor is required.

CIST 1498 DIRECTED RESEARCH: COMPUTER INFORMATION SYSTEMS AND TECHNOLOGY

1–3 cr.

Independent work on a project in computer information systems and technology, supervised by a member of the computer information systems and technology faculty. Prerequisite: permission of instructor.

CIST 1499 INTERNSHIP

1–3 cr.

This course is designed to provide the upper-level student an opportunity to assist with the planning and implementation of computing technologies and systems in an approved on-campus site or an approved off-campus site. Students may perform information systems and technology training/consulting and/or end-user support duties.

Prerequisite: permission of instructor.

Minors

Students are encouraged to consider a minor in Business Management and Entrepreneurship. The addition of this coursework helps the student better understand Information Technology within the context of the business environment. The minor requirements for these two offerings are listed below. Students wishing to minor in some other area should speak with their advisor. To declare a minor, the student must submit a change of minor form to enrollment services.

Business Management Minor Course Requirements

- INTRODUCTION TO BUSINESS
- FINANCIAL ACCOUNTING CONCEPTS
- MANAGERIAL ACCOUNTING CONCEPTS
- BUSINESS INFORMATION SYSTEMS (satisfied by CIST0162)
- CORPORATE FINANCE
- PRINCIPLES OF MARKETING
- BUSINESS IN SOCIETY AND THE INTERNATIONAL ENVIRONMENT

Total Credits for Minor: 21

Entrepreneurship Minor Course Requirements

- CREATIVITY, INNOVATION, AND ENTREPRENEURSHIP
- FINANCIAL ACCOUNTING FOR SMALL BUSINESS
- MANAGERIAL ACCOUNTING FOR SMALL BUSINESS
- MANAGERIAL FINANCE FOR ENTREPRENEURS

- MARKETING THE NEW VENTURE
- PRINCIPLES OF ENTREPRENEURSHIP
- TECHNOLOGY APPLICATIONS FOR THE NEW VENTURE

Choose one 1-credit ENTR elective from the following list:

- ENTREPRENEURIAL LEADERSHIP
- LEGAL ISSUES OF ENTREPRENEURSHIP
- RETAILING MANAGEMENT
- FAMILY BUSINESS MANAGEMENT
- RURAL TOURISM
- PAYROLL AND LABOR LAW

Other Issues

AP and College Course Transfer Credit

Advanced Placement Credit can be granted to you. It is best to do this as soon as possible in your freshman year. Credit from another college or university is also handled through enrollment services. Please refer to the college catalog or visit enrollment services for further information.

Career Planning

Importance of getting off to a good start

It is very important to get off to a good start in college if you want to get a leg up on your career. Our experience indicates that employers looking for entry level employees will scan resumes looking for: high GPA's, work experiences/internships, and involvement in extra-curricular activities. So, as a freshman put together a resume. As a freshman, try to do well in your first semester—it sounds obvious but make a concerted effort. Yes, you should have a resume in your freshman year. Your job over your career here is to fill that page with as high a GPA as possible as well as internship experiences and extra-curriculars. Talk to us (the faculty) to get a better understanding of IT opportunities and the IT work environment. Ask us questions.

Career Services

Visit the Office of Career Services on the second floor of the Frame-Westerberg Commons as soon as you can. Among other things they can help you create your resume. Check out their web page and the other services they offer. Get to know the staff there.

Internships and work experiences

Many local businesses are in need of IT help. We get calls all the time so there will be plenty of opportunities. Again, your GPA will effect your placement. Remember an internship is a requirement of the CIST major. Here's a summary of requirements:

Undergraduate students at Pitt-Bradford can earn between one and six credits for internships. No more than 3 credits of internships may be taken at any one time. A minimum of 45 on-site hours must be completed per credit hour earned.

Approval of an internship application is contingent upon satisfaction of the following requirements:

- Junior standing
- Cumulative 2.50 QPA, both in the major and overall
- Completion of the Academic Internship Proposal
- Approval of the faculty intern supervisor, the student's academic advisor, the division chair and the vice president and dean of academic affairs.
- Addition of the internship to student's course schedule no later than the add/drop deadline for the term.

Undergraduate Research and Directed Study

CIST students are encouraged to participate in research projects with department faculty. Pitt-Bradford students participate in the Penn-York Undergraduate Research Conference each year. Other conference opportunities are also available. Research looks very good on a resume and so do directed study projects that are of interest to you and approved by your advisor. Don't forget, these also count as credit too and give you opportunity to work with faculty members on a one-on-one basis. It'll help when you ask them to write a reference for you.

Study Abroad Opportunities

Pitt-Bradford offers many opportunities to study abroad. With the global nature of business and technology, study abroad can provide a unique, valuable and enriching learning experience. Students wishing to participate in a study abroad opportunity should speak to their advisor. Keep in mind that these are generally competitive programs so, again, doing well in your school work will afford you the opportunity to compete.

Technical Certification Opportunities

A small number of vouchers are available to academically distinguished students for sittings of technical certification examinations (such as Cisco's CCNA). Students are chosen based on their class work and their demonstrated hands-on implementation skills. See Don Lewicki for more information.

Extra-Curricular Activities.

The most valuable people in any organization are the most well-rounded and balanced individuals. It's important to get involved outside the classroom. Join clubs that are of interest to you. Play intramurals. Volunteer to some worthy cause. These are all very important aspects of a full and enriching college experience. Balance is really a key to a great college experience.

Pitt-Bradford Services

Enrollment Services and Financial Aid

These offices are housed in the “Hangar” and provide students with answers to most of the administrative needs of students.

Career Services

Located in the Commons, we’ve already discussed the importance of using this service.

Health Services

Get something for your upset stomach or headache at the Health Services Office in the Commons.

Counseling Services

Through our Office of Counseling Services, you can get some personal counseling.

Center for Leadership and Service

The Center for Leadership and Service serves to create and develop community service opportunities for students

Academic Success Center

Need some tutoring/help in your courses or papers? Want to improve your study skills? Take advantage of the services provided by this office by stopping by their offices located on the second floor of the library.

References

Pitt-Bradford Catalog

You should have received a copy upon entering Pitt-Bradford. If not, you can pick one up at enrollment services. It is also found online at: <http://www.umc.pitt.edu/bulletins/bradford/index.html>.

Student Handbook

Again, you should have received a copy upon entering Pitt-Bradford. A copy can be found online at: http://www.upb.pitt.edu/uploadedFiles/Student_Life/Student-Services/StudentHandbook2008-2009.pdf

Pitt online portal

You can login to <http://my.pitt.edu> and get all kinds of information including your grades, your bill/financial aid info and degree progress reports. Peoplesoft is our university’s student information system software.