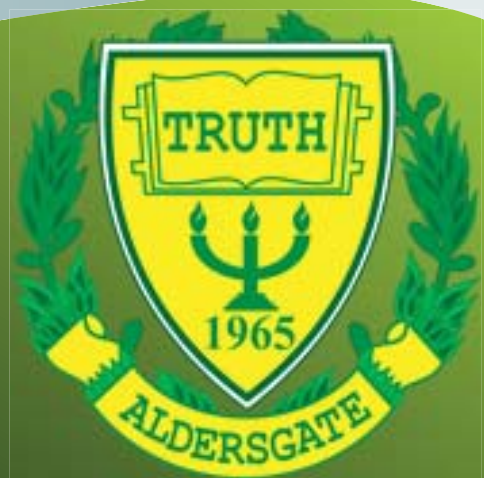


# **BBA** in **IT** (Top-Up Degree)

## ***BACHELOR OF BUSINESS ADMINISTRATION IN INFORMATION TECHNOLOGY***



Accredited  
and  
UGC Approved

**ALDERSGATE  
COLLEGE**

## PROGRAM DESCRIPTION

The Bachelor of Business Administration in Information Technology program prepares students for executive career in Information Technology. The BBA in IT degree is referred to as the golden passport, since it gives its holder an edge in the job market by opening more doors of opportunity. The Degree helps the graduate to fulfill potential to high earnings, increase responsibility, and greater personal development. Although much of the technology studied is very modern.

This degree program is designed to address the key principles of the internet, Network and distributed computing, Programming design and applications.

## ADMISSIONS REQUIREMENTS

- **Pre-Education.**
  - The University requires evidence of an earned higher school diploma or a GED and the recommend successful completion of an earned Associate Degree or equivalent, or completed at least two years of college.
  - All degrees must be earned at an appropriately accredited institution or foreign equivalent.
  - Any other equivalent Diploma.
- **Maximum Credit Awarded:**
  - Transfer Credit (TRC): 90 credits
  - Standardized Exam Credit (SEC): 90 credits
  - Challenge Exam Credit (CEC): 90 credits

## ADMISSIONS REQUIREMENTS

Please make every attempt to be in class during all sessions. Regular and punctual attendance, as well as active student participation, is an important part of a student's education. Students may not miss more than 75% of class sessions. Three (3) consecutive absences require formal notice.

## GRADUATION REQUIREMENTS

- Student must complete 120 semester units of prescribed curriculum.
- Satisfactory completion of all required course work with a cumulative G.P.A. of 2.0 on a 4.0 scale.
- Students must apply for graduation and meet all academic and financial requirements.

## ADMISSIONS PORTFOLIO (AP) ITEMS

ALL APPLICANTS MUST HAVE THE FOLLOWING.

1. Application for Admissions
2. Photo Headshot
3. Academic Credentials (Official Transcripts and/or Foreign Credential Evaluations)
4. Personal Statement
5. Resume

| Code    | Course Title                           | Units |
|---------|--|-------|
| BIT 100 | Introduction to Information Technology | 3     |
| BIT 101 | Computer Networks                      | 3     |
| BIT 102 | Database Management Systems            | 3     |
| BIT 103 | Database Theory & Design               | 3     |
| BIT 104 | Data Communication                     | 3     |
| BUS 320 | Introduction to International Business | 3     |
| MGT 410 | Project Management                     | 3     |
| BUS 400 | Business Strategy and Policy           | 3     |
| MGT 320 | Organizational Theory and Behavior     | 3     |
| HUM 300 | Critical Thinking                      | 3     |

# MODULES

## **BIT 100 Introduction to Information Technology**

The role of computers in society with an introduction to computer applications. The student is introduced to the concepts and operations of a microcomputer, including several typical software environments such as word processing, spread sheet accounting, and database systems. The history and impact of computing in society is covered.

## **BIT 101 Computer Networks**

Course provides the student with an understanding of the hardware required to create local and wide-area networks to include routers, servers, workstations and interface cards. This includes the theory of packets, error detection and correction, and other concepts related to network communications.

## **BIT 102 Database Management Systems**

This course is an introduction to databases: their practical application and management. The student will review how databases are used in today's organizations. Also discussed are effective approaches to managing the database systems.

## **BIT 103 Database Theory & Design**

This course is an overview of the basic concepts and principles of database management systems. Covers hierarchical and relational database constructs. Introduces the student to file construction, dictionaries, and user access languages.

## **BIT 104 Data Communication**

This course introduces the concepts and terminology used in current data communications systems. The concepts covered include protocols, encryption, transmission media, error correction, and various hardware issues. The basic processes of modulation and demodulation techniques are also covered.

## **BUS 320 Introduction to International Business**

This course introduces the concept of international business as a system and the theories which underlie it; institutions which are visual evidences of it; production, marketing, financial, legal and other subsystems which comprise the total system. It also examines national governmental and international institutional controls and constraints, which impact the environment in which the system operates.

## **MGT 410 Project Management**

This course examines project management roles and environments, the project life cycle and various techniques of work planning, and control and evaluation to achieve project objectives. The tools currently available to project managers are discussed throughout this course.

## **BUS 400 Business Strategy and Policy**

This course focuses on giving students the opportunity to develop and apply the theories, tools, and concepts they have accumulated throughout the program. Emphasis will be on problem-solving and decision-making.

## **MGT 320 Organizational Theory and Behavior**

This course is an introduction to individual and group processes involved in management-employee relationships, leadership, group dynamics, management, communications, motivation, culture, and conflict resolution. Modern topics of participatory management, emotional intelligence, organizational change, and theories of leadership will be explored.

## **HUM 300 Critical Thinking**

This course introduces the student to critical thinking and argumentation. It involves getting ideas, using sources, evaluating kinds of evidence, and organizing material. There is an emphasis on contemporary arguments.



## ACCREDITATIONS & LISTINGS



The Commission on Higher Education (CHED) is the governing body covering both public and private higher education institutions as well as degree-granting programs in all tertiary educational institutions in the Philippines



With 775 Methodist educational institutions around the world, the vision of IAMSCU is to develop a dynamic, worldwide network of member institutions, resulting in effective inter-institutional cooperation and collaboration to prepare a new generation of Christian leaders.



ACSCU-AAI is the official accrediting body which evaluates all Christian (non-Catholic) higher education institutions (HEIs) in the Philippines.



BELMAS is an educational charity which aims to provide a distinctive, independent and critical voice in the pursuit of quality education through effective leadership and management. Membership is open to anyone interested in research and practice of educational leadership and management, whether they are a working academic or a practitioner in school, college or university.



The Federation of Accrediting Agencies of the Philippines was established in 1977 and is authorized by the Philippine Commission on Higher Education (CHED) to certify the quality levels of accredited programs at the tertiary level, for the purpose of granting progressive deregulation and other benefits



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CCTT was originally incorporated on September 1, 1973 as the Canadian Council of Engineering Technicians and Technologists (CCETT). The CCTT was subsequently issued supplementary letters patent in April 1986. CCTT is a national body that represents the interests of all applied science and engineering technology students and graduates. Where the provinces are responsible for an individual's certification, CCTT is responsible for accrediting the programs that train technicians and technologists in Canada.



The Philippine Software Industry Association promotes the growth and global competitiveness of the Philippine software industry.



NICP is the recognized national organization of ICT Councils in the Philippines. Our organization serves as the venue for collaboration and sharing of best practices for our member organizations. Through the years, our organization has served as the unified voice for the Philippine Information and Communications Technology (ICT) Sector. We work tirelessly to promote ICT all throughout the country and support each of the councils endeavors in order to help strengthen the ICT in their areas and create more jobs for the Filipinos.



IAU founded in 1950, is the UNESCO-based worldwide association of higher education accredited institutions. It brings together institutions and organizations from some 120 countries.



OPAL is to support open educational practice. This will lead to greater effectiveness of teaching and learning by enhancing the quantity and quality of open educational resources that can be incorporated into higher education and further education provision.



### Aldersgate College

#### Aldersgate College/University,

Solano, nueva vizcaya,  
philippines 3709.

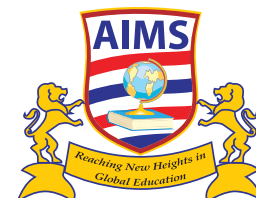
**Telefax:** (63-78) 326-5085

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[www.aldersgate-college.com](http://www.aldersgate-college.com)

[www.aldersgate.edu.ph](http://www.aldersgate.edu.ph)



### AIMS College

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