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**INDIANA COMMISSION ON PROPRIETARY EDUCATION**

*Board of Commissioners Meeting Memorandum*

**Date:** May 18, 2006

**From:** Rebecca Carter, Director of Regulatory Compliance

**Subject: ITT TECHNICAL INSTITUTE – INDIANAPOLIS  
NEW DEGREE APPLICATIONS**

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**Staff Recommendation**

The staff recommends that ITT Technical Institute - Indianapolis be given the authority to award the Associate of Applied Science degree in the following program *with the stipulation that Instructor Qualification Records and documentation be submitted to the commission staff prior to the start date of this program:*

**(AAS) – Information Systems Administration**

**Background Information**

The Accrediting Commission for Independent Colleges and Schools (ACICS) accredits ITT Technical Institute. This institution plans to offer this program as an online program.

This program is comprised of 96-quarter credit hours of training; the Specialty courses are comprised of 75% and the remaining 25% are in General Education courses. The faculty has not yet been hired, but ITT plans to have all faculty hired for this program prior to the start date. The institution will submit Instructor Qualification Records and supportive documentation to the commission staff for review.

**Supportive Documentation**

1. Degree Application

INDIANA COMMISSION ON  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**

*(New or Renewal program)*

Name of Institution ITT Technical Institute (Indianapolis)

Name of Program Information Systems Administration

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Angela M. Long, Regulatory Affairs Manager

Telephone Number 317.706.9234

Date the Form was Prepared April 13, 2006

**I. PROGRAM OBJECTIVES:** Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The purpose of the Information Systems Administration program is to help students prepare for entry-level positions in network systems administration related professions. The curriculum of the program focuses on technical, business and general cores of studies. The technical core covers knowledge and skills in computer systems, operating systems, local and wide area network systems, telecommunications fundamentals and the administrative tasks related to such systems. Students will be taught to perform installation, configuration, administration and routine maintenance tasks. Courses in the business core will introduce basic business functions, organizational structures and behaviors and technology applications in business settings. The general education core will offer studies in the humanities, mathematics, science and the social sciences.

Graduates of the Information Systems Administration program may pursue careers in a variety of entry-level positions involving computer and network systems installation, configuration, administration and maintenance tasks.

The Information Systems Administration program will be offered as an online program.

**II. PROGRAM STRUCTURE:** List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Information Systems Administration

TOTAL COURSE HOURS: 96 Check one: Quarter Hours X  
 Semester Hours \_\_\_\_\_  
 Clock Hours \_\_\_\_\_

LENGTH OF PROGRAM: 8 Quarters TUITION: \$38,880

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>BU121</u>	<u>Introduction to Business in a Global Society</u>	<u>4</u>
<u>BU131</u>	<u>Business and Information Systems</u>	<u>4</u>
<u>BU232</u>	<u>Business and Database Applications</u>	<u>4</u>
<u>IT180</u>	<u>Logic and Computer Programming</u>	<u>4</u>
<u>IT181</u>	<u>OS Platforms and Computer Technologies</u>	<u>4</u>
<u>IT182</u>	<u>Fundamentals of Networking Technologies</u>	<u>4</u>
<u>IT183</u>	<u>Information Security Fundamentals</u>	<u>4</u>
<u>IT280</u>	<u>Networking and Telecommunications</u>	<u>4</u>
<u>IT281</u>	<u>MS Operating Systems I</u>	<u>4</u>
<u>IT282</u>	<u>MS Operating Systems II</u>	<u>4</u>
<u>IT283</u>	<u>Linux Networking Operating Systems</u>	<u>4</u>
<u>IT284</u>	<u>MS Network Systems Administration</u>	<u>4</u>
<u>IT380</u>	<u>Linux Network Systems Administration</u>	<u>4</u>
<u>IT381</u>	<u>Network Systems Capstone Project</u>	<u>4</u>
<u>TB133</u>	<u>Strategies for the Technical Professional</u>	<u>4</u>
<u>TB145</u>	<u>Introduction to Computing</u>	<u>4</u>
<u>TB184</u>	<u>Problem Solving</u>	<u>4</u>
<u>TB332</u>	<u>Professional Procedures and Portfolio Development</u>	<u>4</u>

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<b><u>Course Number</u></b>	<b><u>Course Title</u></b>	<b><u>Course Hours</u></b>
<b>GE117</b>	<b>Composition I</b>	<b>4</b>
<b>GE127</b>	<b>College Mathematics I</b>	<b>4</b>
<b>GE192</b>	<b>College Mathematics II</b>	<b>4</b>
<b>GE217</b>	<b>Composition II</b>	<b>4</b>
<b>GE273</b>	<b>Microeconomics</b>	<b>4</b>
<b>GE347</b>	<b>Group Dynamics</b>	<b>4</b>

Number of Credit/Clock Hrs. in Specialty Courses: 72 / 96 Percentage: 75%  
Number of Credit/Clock Hrs. in General Education Courses: 24 / 96 Percentage: 25%

If applicable:  
Number of Credit/Clock Hrs. in Liberal Arts Courses: N/A / N/A Percentage: N/A

**INFORMATION SYSTEMS ADMINISTRATION  
ASSOCIATE OF APPLIED SCIENCE DEGREE  
QUARTER-BY-QUARTER PROGRAM OUTLINE**

Course Number	Course Title	Credit Hours	Contact Hours		
			Theory	Lab	Total
<b>QUARTER 1</b>					
TB133	Strategies for the Technical Professional	4	40	0	40
TB145	Introduction to Computing	4	30	20	50
TB184	Problem Solving	4	40	0	40
<b>QUARTER 2</b>					
BU121	Introduction to Business In a Global Economy	4	40	0	40
IT181	OS Platforms and Computer Technologies	4	30	20	50
GE127	College Mathematics I	4	40	0	40
<b>QUARTER 3</b>					
IT182	Fundamentals of Networking Technologies	4	30	20	50
IT180	Logic and Computer Programming	4	30	20	50
GE192	College Mathematics II	4	40	0	40
<b>QUARTER 4</b>					
IT183	Information Security Fundamentals	4	30	20	50
BU131	Business and Information Systems	4	30	20	50
GE117	Composition I	4	40	0	40
<b>QUARTER 5</b>					
IT280	Networking and Telecommunications	4	30	20	50
IT281	MS Operating Systems I	4	30	20	50
GE217	Composition II	4	40	0	40
<b>QUARTER 6</b>					
BU232	Business and Database Applications	4	30	20	50
IT282	MS Operating Systems II	4	30	20	50
GE273	Microeconomics	4	40	0	40
<b>QUARTER 7</b>					
IT283	Linux Networking Operating Systems	4	30	20	50
IT284	MS Network Systems Administration	4	30	20	50
GE347	Group Dynamics	4	40	0	40
<b>QUARTER 8</b>					
TB332	Professional Procedures and Portfolio Development	4	40	0	40
IT380	Linux Network Systems Administration	4	30	20	50
IT381	Network Systems Capstone Project	4	30	20	50
<b>TOTAL</b>		<b>96</b>	<b>820</b>	<b>280</b>	<b>1,100</b>

## **COURSE DESCRIPTIONS**

**BU and IT courses = Core**  
**GE courses = General Education**  
**TB courses = Technical Basic**

### **BU121 Introduction to Business In a Global Society**

**4 credit hours**

This foundational course presents an overview of the functions of business in a contemporary global, information and technical environment.

### **BU131 Business and Information Systems**

**4 credit hours**

This course integrates fundamentals of information systems and technology with aspects of business operation and management. The importance of information systems and its relationship to business operations from an end-user perspective is also addressed in this course. **Prerequisite: TB143 Introduction to Personal Computers or TB145 Introduction to Computing**

### **BU232 Business and Database Applications**

**4 credit hours**

This course presents concepts and principles of database development and administration in relation to business applications. Focus is on data mining and analysis for business operations, and database development processes and administration. **Prerequisite: BU131 Business and Information Systems**

### **GE117 Composition I**

**A 4 credit hour Composition course**

This course covers phases of the writing process, with special emphasis on the structure of writing and techniques for writing clearly, precisely and persuasively. **Prerequisite or Corequisite: TB133 Strategies for the Technical Professional**

### **GE127 College Mathematics I**

**A 4 credit hour Mathematics course**

This course will include, but is not limited to, the following concepts: quadratic, polynomial and radical equations, linear functions and their graphs, systems of linear equations, functions and their properties and triangles and trigonometric functions. Activities will include solving problems and using appropriate technological tools.

**Prerequisite: TB184 Problem Solving or GE150 Survey of the Sciences or equivalent; Prerequisite or Corequisite: TB133 Strategies for the Technical Professional**

### **GE192 College Mathematics II**

**A 4 credit hour Mathematics course**

This course will include, but is not limited to, the following concepts: exponential and logarithmic equations and functions, graphs of trigonometric functions, trigonometric equations, polar coordinates, oblique triangles, vectors and sequences. **Prerequisite: GE127 College Mathematics I or equivalent**

### **GE217 Composition II**

**A 4 credit hour Humanities course**

This course focuses on appropriate rhetoric structures and styles for analytical and argumentative writing. Emphasis is placed on critical thinking, reading skills and elements of research in the information age. **Prerequisite: GE117 Composition I or equivalent**

### **GE273 Microeconomics**

**A 4 credit hour Social Science course**

This course introduces the economic way of thinking as it provides the basic principles of microeconomics. It is the study of choices made by households, firms, and government and how these choices impact the market economy.

**Prerequisites: GE117 Composition I or equivalent, GE127 College Mathematics I or equivalent**

### **GE347 Group Dynamics**

**A 4 credit hour Social Science course**

In this course, students examine elements of successful teams and small decision-making groups. Emphasis is on communication, critical thinking and group process techniques. **Prerequisite: GE117 Composition I or equivalent**

### **IT180 Logic and Computer Programming**

#### **4 credit hours**

This course introduces the fundamental concepts of logical functions and the process of programming. Topics include simple data types, control structures, an introduction to array and string data structures, algorithms, and debugging techniques. The course emphasizes good programming principles and developing fundamental programming skills in the context of any given language. **Prerequisite: TB145 Introduction to Computing**

### **IT181 OS Platforms and Computer Technologies**

#### **4 credit hours**

This course offers an overview of operating system platforms, hardware architectures and models, and the essentials of software applications and computer-based systems. **Prerequisite: TB145 Introduction to Computing**

### **IT182 Fundamentals of Networking Technologies**

#### **4 credit hours**

This course offers a survey of networking technologies and the use of networks in an end-user computing environment. Major concepts such as OSI and TCP/IP models, network media specifications and functions, LAN/WAN protocols, topologies, and network infrastructures and capabilities will be discussed. **Prerequisite: IT181 OS Platforms and Computer Technologies**

### **IT183 Information Security Fundamentals**

#### **4 credit hours**

This course offers an overview of security elements, concepts, and information security goals with a focus on availability, integrity and confidentiality concepts and their implementation in information security systems.

**Prerequisite: IT182 Fundamentals of Networking Technologies**

### **IT280 Networking and Telecommunications**

#### **4 credit hours**

This course covers the principals of computer networks design, connectivity, and topologies. Emphasis is placed on computer networking services and network planning and design. The course additionally covers telecommunications principals and the infrastructure required to support various integrated data forms. **Prerequisite: IT182 Fundamentals of Networking Technologies**

### **IT281 MS Operating Systems I**

#### **4 credit hours**

This course provides an introduction to the current Microsoft Operating System. Students will learn how to install, configure, administer and manage a Microsoft platform. Additionally, customization, command line, system configuration and troubleshooting topics in a windows environment will be discussed. **Prerequisite: IT181 OS Platforms and Computer Technologies**

### **IT282 MS Operating Systems II**

#### **4 credit hours**

**This course covers the current Microsoft network operating system in a client-server environment. Topics covered include intermediate and advanced features of the Windows networking server, with special attention given to the Registry S/U grade option and managing and maintaining a server environment.**

**Prerequisite: IT281 MS Operating Systems I**

### **IT283 Linux Networking Operating Systems**

#### **4 credit hours**

This course covers the principals of Linux as a network operating system and its basic hardware requirements and configurations. Linux installations, use of Linux services, configuration, administration and hardware interactions are discussed. **Prerequisite: IT181 OS Platforms and Computer Technologies**

### **IT284 MS Network Systems Administration**

#### **4 credit hours**

This course covers the design, planning and administration of a Microsoft network environment with emphasis on the implementation of Active Directory infrastructure. Network systems administration and management using network performance monitoring and analytical tools will also be discussed. **Prerequisite: IT282 MS Operating Systems II**

### **IT380 Linux Network Systems Administration**

#### **4 credit hours**

This course introduces students to the administration and management of a Linux network environment. The course also covers the features and benefits of a Linux based infrastructure including Linux servers' configuration, security and troubleshooting. **Prerequisite: IT283 Linux Networking Operating Systems**

### **IT381 Network Systems Capstone Project**

#### **4 credit hours**

In this course, the student and the instructor agree upon a comprehensive Network Systems project that includes the design, planning and implementation of a multiple platform network environment using both a Linux and a Microsoft infrastructure. The student will utilize standard project lifecycle milestones such as requirements gathering, analysis, needs assessment, planning, designing, testing, implementation, documentation and completion. **Prerequisites: All prior program courses except IT380 Linux Network Systems Administration and TB332 Professional Procedures and Portfolio Development**

### **TB133 Strategies for the Technical Professional**

#### **4 credit hours**

The course reviews characteristics and trends of the global information society including basic information processing, Internet research, other skills used by the technical professional and techniques that can be used for independent technical learning.

### **TB145 Introduction to Computing**

#### **4 credit hours**

The course offers an overview of the computing field and computer technology trends with emphasis on terminology and concepts related to PC hardware and software components and their functions from a hands-on approach. Entry-level hands-on skills as well as theory in handling PC hardware will be taught.

### **TB184 Problem Solving**

#### **4 credit hours**

This course introduces students to problem solving techniques and helps them apply the tools of critical reading, analytical thinking and mathematics to help solve problems in practical applications.

### **TB332 Professional Procedures and Portfolio Development**

#### **4 credit hours**

Students are required to plan and compile their projects in the form of a portfolio. Instruction on interviewing procedures and writing business communications is also included in this course. **Prerequisite: Students must have completed 72 quarter credit hours prior to taking this course.**

**INFORMATION SYSTEMS ADMINISTRATION (ONLINE ASSOCIATE'S PROGRAM)**  
**ASSOCIATE OF APPLIED SCIENCE DEGREE**

**Objectives** – The purpose of this program is to help students prepare for entry-level positions in network systems administration related professions. The curriculum of the program focuses on technical, business and general education cores of studies. The technical core covers knowledge and skills in computer systems, operating systems, local and wide area network systems, telecommunications fundamentals and the administrative tasks related to such systems. Students will be taught to perform installation, configuration, administration and routine maintenance tasks. Courses in the business core will introduce basic business functions, organizational structures and behaviors and technology applications in business settings. The general education core will offer studies in the humanities, mathematics, science and the social sciences.

**Career Opportunities** – Graduates of this program may pursue careers in a variety of entry-level positions involving computer and network systems installation, configuration, administration and maintenance tasks.

**Admission Requirements** - Refer to the Admission section of this catalog for information relating to Admission Requirements and Procedures for this program.

**Equipment** - The student is responsible, at his or her expense, for providing all supplies and equipment for the student's use in the online courses in the program, including, without limitation, a computer (and the associated accessories and peripheral equipment, including without limitation, a monitor, keyboard and printer), software, Internet service and an e-mail account.

**Online Courses** - All of the courses offered at the school in this program are distance education courses and are taught online over the Internet, rather than in residence at the school. Each course will be taught over a period of either (a) six weeks or (b) 12 weeks, as determined by the school from time to time in its discretion. Courses are delivered through an asynchronous learning network. There is a prescribed completion schedule for the activities in each course. Support materials for each course will be sent to the student. These materials may include a course syllabus, a textbook(s), a CD-ROM(s) and other printed documents required for the course. Students will be assigned to a class for each course. Students in each course will interact with their classmates and the instructor through an electronic bulletin board and e-mail.

**Online Course Orientation** - Prior to starting any of the online courses in this program, the student must complete the online course orientation, which describes the protocols that the student must follow when taking an online course.

**Computer, Software Requirements and Specifications and Internet Service** - The student must have access to a computer (and the associated accessories and peripheral equipment), software and Internet service that satisfy the following specifications:

**Minimum Requirements for Computer:** Pentium IV or equivalent PC-compatible (Macintosh or Unix-based machines are not supported), 512MB RAM (1GB preferred), CD-ROM, 5GB free space (10GB preferred) on master hard drive.

**Minimum Requirements for Software:** Windows XP or 2000 (or higher), Microsoft Office Professional 2003 (or higher), Internet Explorer 6.0 (or higher), and functional e-mail address with file attachment capabilities. The student will be required to obtain any software tools, plug-ins and/or applications identified in the course syllabus for any course in the program of study.

**Minimum Requirements for Internet Service:** 56Kb modem (cable or DSL connection strongly preferred).

The student is obligated for any expense associated with obtaining access to the above specified computer equipment, software and Internet service. No school-owned computer equipment, software or Internet service will be accessible to the student.

**Class Size** - Classes generally range in size from 15 to 25 students. Depending on the course subject matter, certain classes may contain a greater or lesser number of students.

**Program Outline**

Course Number	Course	Credit Hours
<b>Core Courses</b>		
BU121	Introduction to Business In a Global Society+	4
BU131	Business and Information Systems+	4
BU232	Business and Database Applications+	4
IT180	Logic and Computer Programming+	4
IT181	OS Platforms and Computer Technologies+	4
IT182	Fundamentals of Networking Technologies+	4
IT183	Information Security Fundamentals+	4
IT280	Networking and Telecommunications+	4
IT281	MS Operating Systems I+	4
IT282	MS Operating Systems II+	4
IT283	Linux Networking Operating Systems+	4
IT284	MS Network Systems Administration+	4
IT380	Linux Network Systems Administration+	4
IT381	Network Systems Capstone Project+	4
<b>Subtotal</b>		<b>56</b>
<b>General Education Courses*</b>		
GE117	Composition I+	4
GE127	College Mathematics I+	4
GE192	College Mathematics II+	4
GE217	Composition II+	4
GE273	Microeconomics+	4
GE347	Group Dynamics+	4
<b>Subtotal</b>		<b>24</b>
<b>Technical Basic Courses</b>		
TB133	Strategies for the Technical Professional+	4
TB145	Introduction to Computing+	4
TB184	Problem Solving+	4
TB332	Professional Procedures and Portfolio Development+	4
<b>Subtotal</b>		<b>16</b>
<b>Program Total</b>		<b>96</b>

+In this program, this course is a distance education course that is taught online over the Internet, rather than in residence at the school. Refer to the Online Course Information section of this catalog for additional information relating to these courses.

**NOTE:** The course descriptions for the courses in this program are in the Course Descriptions section of this catalog. The school may, at any time in its discretion, vary the sequence of courses in this program, revise the curriculum content of the program or any course in the program and change the number of credit hours in the program or in any course.

**III. LIBRARY: Please provide information pertaining to the library located in your institution.**

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

**The Learning Resource Center (LRC) is located on the second floor of the institution and is accessible by all residence students Monday, Wednesday and Thursday 8:00 a.m. to 11:00 p.m., Tuesday and Friday 2:00 p.m. to 11:00 p.m. and Saturday 8:00 a.m. to 2:00 p.m. The LRC is typically staffed by a full-time librarian (with an MLS or MLIS degree) and a full-time library assistant, however, due to recent staff turnover, the LRC is currently being managed by temporary employees (with the support of the Office of Academic Affairs) until suitable replacements are hired).**

**2. Number of volumes of professional material: 1,905 (approximately 200 volumes of IT related material)**

**3. Number of professional periodicals subscribed to: 15 (6 subscriptions to IT related periodicals)**

**4. Other library facilities in close geographical proximity for student access:**

<b>Public Libraries within a 15 Mile Radius of the Indianapolis Campus</b>	
<b><u>Library Name</u></b>	<b><u>Distance</u></b>
Archives and Historical Library	8.5
Avon Washington Township Library	14.2
Benjamin Harrison Home Research Library	10.4
Brightwood Library	13.6
Broad Ripple Library	6.1
Broadway Library	7.6
Brown Library	13.3
Brownsburg Public Library	10.9
Butler University Libraries	9.2
Carmel Clay Public Library	6.4
College Avenue Library	10.2
Eagle Library	7.6
East 38th Street Library	13.4
East Washington Library	12.2
Emerson Library	10.4
Fishers Public Library	11.2
Flanner House Library	9.6
Fountain Square Public Library	12.7
Garceau Library	1.7
Glenday Branch Library	6.8
Hamilton East Public Library	14.7
Haughville Library	10.5
Hussey Memorial Library	2.9
Indiana Cooperative Library	11.9
Indiana Professional Library	11.2
Indiana State Library	11.2
Indianapolis Central Library	11.3
Irvington Branch Library	13.3
Irwin Library	6.5
Lawrence Library	10.2
Mother Theresa Hackelmeier Memorial Library (Marion College)	9.2
Nora Library	4.4
Pike Library	3.9
Shelby Library	14.0
Sheridan Public Library	14.6
Spades Park Library	10.9
Speedway Public Library	8.7
University Library (IUPUI)	12.2
Warren Library	15.0
Wayne Library	11.8
West Indianapolis Library	12.1
Westfield Library	9.9

## **ITT TECHNICAL INSTITUTE, INDIANAPOLIS, INDIANA**

### **LEARNING RESOURCE CENTER (LRC)**

The Learning Resource Center (LRC) at the ITT Technical Institute in Indianapolis has been designed and equipped to support the technical, career orientation and life-long learning goals of the institution's educational programs, therefore, the LRC plays a critical role in achieving the educational goals of the institution. The collection (both electronic and paper) is built on the curriculum and includes basic skills and general education holdings and a substantial amount of technical material along with general reference and periodical material selected specifically to address the needs of the student. Experience derived from more than 30 years of operation suggests there is a strong correlation between an institution's ability to retain, graduate and place students and the adequacy of the institution as measured by the volume and/or quality of the facility, equipment, library resources, staff, and support services.

The school's LRC committee, comprised of the Librarian, Dean, Program Chair(s) and various instructors, review the LRC holdings annually with the goal of maintaining relevant and up-to-date resources for the institution and educational programs. Care will be taken as the institution increases the number of volumes and other resources so that, rather than arbitrarily adding books, new materials will be appropriate to the curricula and needs of the students as the school grows.

### **VIRTUAL LIBRARY (VL)**

The Virtual Library will be the primary information resource provided to benefit online students at ITT Technical Institute. The ITT Technical Institute Virtual Library uses Internet technology that is protected by a password system for entry and security. The ITT Technical Institute Virtual Library has an extensive collection of reference and resource materials for student use on a 24-hour per day basis, 7 days per week, 365 days per year from any Web-enabled computer. In addition to the Virtual Library's licensed collection of reference and resource information, links to Web sites of potential interest and benefit to students are provided. The following pages provide a brief summary of the more significant ITT Technical Institute Virtual Library collections. The ITT Technical Institute Virtual Library's collection is frequently expanded based upon new resources becoming available.

The Corporate Librarian, who has a Master of Library Science degree, manages the ITT Technical Institute Virtual Library. She is located in Carmel, Indiana at corporate headquarters. The Corporate Librarian maintains and develops the ITT Technical Institute Virtual Library on-line holdings through active collaboration with the system's other MLS-degreed librarians, local supervisors of the on-site library and service providers at the local level in addition to receiving information from faculty and curriculum developers. The Corporate Librarian ensures that the ITT Technical Institute Virtual Library complies with accreditation criteria and applicable state regulations.

The ITT Technical Institute Virtual Library provides convenient access to online information 7 days a week, 24 hours a day. Similar to a traditional library, the Virtual Library offers a variety of resources that support the ITT Technical Institute curricula. All items are full-text unless otherwise indicated.

### **VIRTUAL LIBRARY RESOURCES**

#### **REFERENCE DATABASES**

##### **Periodical Databases**

The Virtual Library currently provides access to approximately 10,000 online magazines and professional journals as well as an abstracts and indexing for additional titles through nine databases. Back-file holdings vary title-by-title and database by database, but generally are provided for the last ten years. These periodical databases provide a mix of article searching and information delivery to bring documents directly to a user's desktop. These databases meet the needs of students and faculty who require relevant information quickly, conveniently and economically by combining advanced search capabilities with a simple and efficient article delivery system.

- **ProQuest**  
ProQuest databases (4) provide online access to an extensive collection of technology, computing, science, and criminal justice related publications as well as access to nine national newspapers including the WALL STREET JOURNAL and the NEW YORK TIMES. Professional journals in the fields of computer networking, information technology, computer programming, e-commerce, project management, telecommunications, and other technology-related fields are included.
- **EbscoHost**  
The EbscoHost databases (4) provide access to information on a broad range of general interest topics including business, education, computers, social sciences, health, humanities, science, and the arts. Academic Search Elite provides full text for more than 1,200 peer-reviewed journals covering nearly every area of academic study including: social sciences, humanities, education, computer sciences, engineering, physics, chemistry, language and linguistics, arts & literature, medical sciences, and ethnic studies.
- **Criminology**  
This database includes the full-text of 22 journals published by SAGE and participating societies. It covers such subjects as Criminal Justice, Juvenile Delinquency, Juvenile Justice, Corrections, Penology, Policing, Forensic Psychology, and Family and Domestic Violence.

## **ENCYCLOPEDIAS**

- **AccessScience**  
A database that provides full-text search and retrieval of the *McGraw-Hill Encyclopedia of Science and Technology* (24 volumes). It contains in-depth articles on many areas of science and technology and includes biographies, recent research developments, news, and study guides. The online version of this standard science and technology reference source offers increased functionality over the print version in that it allows keyword searching, is updated continuously, offers Q & A support, and provides current science news updates.
- **Britannica Online**  
The online version of the *Encyclopedia Britannica*, is available through the Virtual Library. Students frequently use this authoritative general encyclopedia to locate reliable basic information on a wide variety of topics. The online version offers the advantages of keyword searching across all articles, hyperlinks to cross-references, photographs and other graphics, and links to pertinent Internet sites.
- **Gale Virtual Reference Library**  
This collection includes:
  - Berkshire Encyclopedia of Human-Computer Interaction
  - Business Plans Handbook, Volume 11
  - Computer Sciences Encyclopedia
  - Copyright for Schools: A Practical Guide
  - Crime and Punishment in America Reference Library
  - Encyclopedia of American Industries
  - Encyclopedia of Business and Finance
  - Encyclopedia of Communication and Information
  - Encyclopedia of Crime and Justice
  - Encyclopedia of Law Enforcement
  - Encyclopedia of Management
  - Encyclopedia of Prisons and Correctional Facilities
  - Encyclopedia of Science, Technology and Ethics
  - Encyclopedia of Small Business

- Encyclopedia of Sociology
- Encyclopedia of White-Collar and Corporate Crime
- Encyclopedia of the American Constitution
- Gale Encyclopedia of Everyday Law
- Major Acts of Congress
- National Survey of State Laws
- Supreme Court Drama: Cases That Changed America
- West's Encyclopedia of American Law
- World of Forensic Science

### **Dictionaries**

#### ➤ **Oxford Reference Online**

A database that enables access to 125 subject dictionaries and reference works from Oxford University Press. The database brings together content from architecture, science, computing, business, language, history, law, literature, and social sciences into a single cross-referenced resource.

### **Directories**

#### ➤ **Reference USA**

A directory of 12 million U.S. businesses; search by company name, location, SIC code, industry, size, and other criteria.

### **Business reference**

#### ➤ **Mergent Online**

This service is a suite of global business and financial information products including U.S and international company data and U.S. and international annual reports. It provides access to more than 30,000 U.S. and non-U.S. publicly traded companies, including real time access to SEC (EDGAR) filings dating back to 1993 as well as real-time news headlines and complete text. Directory-type information for private companies is also included.

Many additional online reference sources are available through the Virtual Library. Our collection includes additional encyclopedias, both general and specialized, dictionaries, directories, government publications, almanacs, maps, library catalogs, statistical sources, style manuals, and tutorials. The following are a few noteworthy examples:

- **Information Please Almanac** (Almanacs)  
This almanac is an excellent source for statistics, facts, and historical records on a wide range of topics including science and technology, economics, and society.
- **Dictionary of Science & Technology** (Dictionaries)  
A dictionary of over 130,000 terms from 130 fields of science.
- **Merriam Webster Online** (Dictionaries)  
The online version of Merriam Webster Collegiate Dictionary and Collegiate Thesaurus.
- **OneLook Dictionaries** (Dictionaries)  
This site offers a search interface for over 750 general and specialized subject dictionaries.
- **Associations on the Net** (Directories)  
A collection of over 1100 Internet sites providing information about professional and trade associations, cultural and art organizations, political parties and advocacy groups, labor

unions, academic societies, and research institutions.

- **Sweet's Online** (Directories)  
This site offers a comprehensive database of building products and a directory of manufacturers.
- **Thomas Register of American Manufacturers** (Directories)  
This database provides information about the products and services of over 156,000 companies. It includes over 7000 supplier catalogs.
- **CIA World Factbook** (Encyclopedias)  
An encyclopedia of information about the countries of the world.
- **How Stuff Works** (Encyclopedias)  
Illustrated articles explaining how all sorts of things work. Categories include Computers & Internet, Electronics & Communications, and Machines.
- **Internet Public Library** (Libraries)  
This website provides an excellent subject directory of recommended websites.
- **LIBWEB: Library Servers via WWW** (Libraries)
- **FedStats: One Stop Shopping for Federal Statistics** (Statistics)  
This site provides easy access to a full range of statistics and public information produced by over 70 federal agencies.
- **Statistical Abstract of the U.S.** (Statistics)  
This publication contains a collection of statistics on social and economic conditions in the U.S. International data is also included.
- **Statistical Resources on the Web** (Statistics)  
This University of Michigan site provides easy access to a variety of statistical sources on topics including health, the environment, science, business, trade, and sociology.
- **ONLINE! Citation Styles** (Style Manuals)  
Information on using MLA, APA, Chicago, and CBE to cite and document sources.
- **Sources: Their Use and Acknowledgement** (Style Manuals)  
This site from Dartmouth College gives specific information on why, when, and how to cite print or electronic sources.
- **TechTutorials.com** (Tutorials)  
A directory of free computer and networking tutorials for the I.T. professional. The directory currently contains over 2000 tutorials.

## Books

### ➤ **Books24x7**

The Books24x7 collection of online books offers access to information technology and business related titles selected for reference support of ITT Technical Institute curricula. Each title is full-text and includes the illustrations, charts, diagrams, and photographs of the print counterpart. The functionality of online full-text books makes them ideally suited for reference and research. Students are able to quickly search for specific information using keywords, either in a single title or across a group of titles. Search results are ranked by relevancy and hyperlinks are provided to top section hits. The collection consists of 500 information technology and business-related titles.

➤ **CRC Press Collections**

EngNetBase, ForensicNetBase, and InfoSecurityNetBase consist of full-text CRC Press handbooks in PDF format. The collections are keyword searchable offering the capability to search within one, several, or all titles. Boolean searching and advanced search features are available. Some of the topic areas included in EngNetBase include circuits and devices, communications, composite materials, computer engineering, digital signal processing, electronics, industrial engineering and manufacturing, material science, microelectronics, and photonics. The InfoSecurity collection includes books on Internet and multimedia, IT management, networking communications, security and auditing, and systems and computer architecture. ForensicNetBase includes forensics, criminal justice, and law enforcement.

➤ **Ebrary**

A book database that offers full-text online access to over 23,000 authoritative titles with concentrations in Business & Economics, Computers & Technology, Humanities, the Social Sciences, and more. This collection also features a rich database of more than 1,050 maps and additional titles in academic subject areas ranging from engineering to general reference. The Business & Economics collection includes thousands of titles from over 40 publishers—nearly three quarters of which were published within the past two years. The range of the list supports course work at the undergraduate as well as post-graduate level, with category strengths in business administration, management, economic history and theory, global business and economic development, and business practice. Ebrary's Computers, Technology & Engineering collection features more than 3,000 titles, over 80% of which were published in 2000 or later. This collection is especially strong in computing programming, networking and applications technology, telecommunications and engineering, and IT case studies in business. Ebrary's Humanities collection covers a vast range of subjects including history, language, and linguistics, literature and literary criticism, and philosophy. The history category alone contains over 1,000 titles, with strengths in Ancient, Europe, Great Britain, and U.S. history. Ebrary's Life & Physical Sciences collection covers all fields in natural and physical sciences. Category strengths include agriculture and food science, environmental science, math and statistics, and medicine. The Social & Behavioral Sciences collection spans the full range of social science disciplines. This collection is particularly strong in education, political science, psychology, and sociology.

➤ **Digital Collections**

The Virtual Library also provides links to many of the major digital collections available on the Web from publishers, colleges and universities, organizations, government, and others interested in sharing and distributing information through the Internet. Titles in these collections represent a wide variety of subjects, including technology, literature, humanities, and science. The following are a few noteworthy examples of sites that offer full-text books:

▪ **Bartleby.com: Great Books Online**

This site includes the complete text of over 30 reference titles including COLUMBIA ENCYCLOPEDIA, AMERICAN HERITAGE DICTIONARY, ROGET'S THESAURUS, BARTLETT'S QUOTATIONS, CAMBRIDGE HISTORY, BULFINCH'S MYTHOLOGY, OXFORD ENGLISH VERSE, and the Harvard Classics.

▪ **GPO Access**

GPO Access is a service of the U.S. Government Printing Office that provides electronic access to a wealth of important information products produced by the Federal Government.

▪ **On-Line Books Page**

The On-Line Books page is a directory of books that can be freely read right on the Internet. It includes over 15,000 books and can be searched by title, author, or Library of Congress Classification.

- **Project Gutenberg**

An enormous collection of electronic texts from the public domain including the works of Shakespeare, Poe, Dante, Darwin, and thousands of others.

## **REFERENCE RESOURCES**

The Virtual Library provides access to a selected collection of authoritative Web sites that support the curricula of the ITT Technical Institutes. The Web site links are arranged by subject and provide easy access to information relevant to coursework in all programs. An extensive collection of links in the following topics areas is available:

- **Almanacs**
- **Arts**
- **Business**
- **Careers**
- **Certification**
- **Computers**
- **Copyright**
- **Dictionaries**
- **Directories**
- **Economics**
- **Education**
- **Engineering**
- **Encyclopedias**
- **Ethics**
- **Government**
- **Grammar and Writing**
- **Health**
- **Job Listings**
- **Libraries**
- **Maps**
- **Mathematics**
- **News**
- **Patents and Trademarks**
- **People**
- **Physics**
- **Project Management**
- **Resumes**
- **Quotations**
- **Science**
- **Sociology**
- **Statistics**
- **Study Skills**
- **Style Manuals**

## **ADDITIONAL VIRTUAL LIBRARY RESOURCES**

### Ask a Librarian

The Virtual Library's Ask a Librarian is a service that provides ITT Technical Institute students, faculty, and staff with the means to seek and receive online library reference services.

ITT Technical Institute Virtual Library users can get help with library resources any time, day or night by utilizing real time online chat. The online chat session is much like any library reference transaction – students ask their questions and librarians respond with suggestions, explanations, and instructions. During the session, librarians and users can co-browse databases and share Web pages. Afterwards, a transcript of the session can be sent to the user's e-mail address so that he/she has a record of the exchange, including links to visited Web sites. It's a great way to get quick help from any location – school, work, or home. The service is staffed by "Librarians by Request" from Tutor.com.

In addition to online chat, users can also ask questions via e-mail. The Ask a Librarian service is being utilized in both ways by students requesting assistance with reference questions, search strategies, and using online resources.

Ask a Librarian is designed to assist students, faculty, and staff to take full advantage of the electronic resources available to them through the ITT Virtual Library. The service provides online assistance to comprise the ITT Virtual Library's online collection, or help with reference questions. Course-related questions are referred to appropriate instructors or Program Chairs. In general, the Ask a Librarian service is a means of providing guidance and support for the information seeker.

### Central Search

The ITT Technical Institute Virtual Library offers a centralized search function that permits users to search across multiple databases at the same time. The tool, called Central Search, offers Basic and Advanced Searching. Users may search one, several, or all databases and then link directly to articles, books, and other resources of interest.

### Student Research and Information Learning Guides

Student research guides are available through the Virtual Library to provide online assistance to students at the first stage of research. The research guides cover topics that represent common assignments made by ITT Technical Institute faculty. Relevant sources of information, both print and online, are identified. The guides serve as pathfinders for the students and are structured to assist in the development of information literacy skills. Self-paced exercises to aid in the development of information literacy skills are also available. Tutorials on various topics of interest to our student body are also provided.

### My Links

A personal links service that allows students, faculty, and staff to store their favorite and frequently used Web links is provided. Each time a user enters the Virtual Library, his selected resources are available. This service improves speed and convenience during the research process.

### Faculty/Staff Resources

The Virtual Library currently houses thirteen discussion forums targeted to specific staff groups. The discussion forums offer staff an easy and convenient way to communicate with colleagues regarding common questions, issues, procedures, concerns, and activities. The forums are moderated and serve as an always up-to-date conduit of information. The staff resource areas are being continuously developed to provide resources and services to support our educational mission. In addition to access to the ITT/ESI Employee Handbook, faculty and staff also have access to professional development materials, manuals, textbooks, and training materials.

### Campus Suggestion Box

Students, faculty and staff are encouraged to submit their ideas to their School Director.

**IV. FACULTY:** Attach completed Instructor's Qualification Record for each instructor.  
**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program:     0     Full-time:     0     Part-time:     0    

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
<p><b>New faculty for the proposed program will be hired approximately one (1) month in advance of the program start date so that they can familiarize themselves with the curriculum. Consequently, the application does not contain any Instructor Qualification Records. As an institution regulated by the Indiana Commission on Proprietary Education, the Indianapolis campus will comply with standards relative to faculty qualifications.</b></p>						