

INFORMATION TECHNOLOGY (INFT)

INFT 105 Basic Keyboarding (1 Credit Hour)

Type of credit: Occupational/Technical

Lecture hours: 1

Develops efficient techniques in operating a standard keyboard. The keyboarding techniques will focus on the alphabet, numbers, and symbols. This course is designed for non-secretarial students interested in learning the keyboard for the efficient operation of a computer terminal.

INFT 106 Basic Keyboarding II (1 Credit Hour)

Type of credit: Occupational/Technical

Lecture hours: 1

Prerequisite: INFT 105 with minimum grade of C or concurrent enrollment.

Provides advanced drill work to develop efficient techniques in operating a standard keyboard. The keyboarding techniques will focus on the alphabet, symbols, and 10-key numeric pad. Emphasis will also be placed on proofreading. This course is designed for non-secretarial students interested in learning the keyboard for the efficient operation of a computer terminal.

INFT 115 Intro to the World Wide Web (1 Credit Hour)

Type of credit: Occupational/Technical

Lecture hours: 1

Repeatable: 2 times

Teaches students to browse a variety of Web sites. A maximum of two (2) credit hours maybe earned in this course.

INFT 122 Introduction to Windows (1 Credit Hour)

Type of credit: Occupational/Technical

Lecture hours: 1

Repeatable: 2 times

Teaches students to master the basics of the Windows software. Students will learn how to work with Windows programs, manage files using My Computer, manage folders and files using Windows Explorer, customize Windows, explore the Internet, work with Web pages, create a docucentric desktop, and share information between programs. A maximum of two (2) credit hours may be earned in this course.

INFT 131 Beginning Microsoft Word (1 Credit Hour)

Type of credit: Occupational/Technical

Lecture hours: 1

Repeatable: 2 times

A hands-on word processing course that reinforces basic Microsoft Word functions including creating a document, editing and formatting a document, creating and editing themes, creating a multiple-page report with tables and SmartArt, and using desktop publishing features to create a newsletter.

INFT 132 Intermediate Microsoft Word (1 Credit Hour)

Type of credit: Occupational/Technical

Lecture hours: 1

Repeatable: 2 times

Prerequisite: INFT 131 with minimum grade of C.

A hands-on word processing course that teaches Microsoft Word functions including outlines, styles, and tables of contents; creating form letters and mailing labels; and integrating Word with other programs.

INFT 133 Advanced Microsoft Word (1 Credit Hour)

Type of credit: Occupational/Technical

Lecture hours: 1

Repeatable: 2 times

Prerequisite: INFT 132 with minimum grade of C.

A hands-on word processing course that teaches advanced Microsoft Word functions including customization of Word and automation, creating on-screen forms, and managing long documents.

INFT 135 PowerPoint (1 Credit Hour)

Type of credit: Occupational/Technical

Lecture hours: 1

Repeatable: 2 times

Introduces students to PowerPoint, Microsoft's presentation graphics software package. Topics include creating a presentation, adding media and applying transitions and animations, applying advanced formatting with SmartArt, audio, and shapes, and customizing colors and themes.

INFT 137 Desktop Publishing (3 Credit Hours)

Type of credit: Occupational/Technical

Lecture hours: 3

Repeatable: 2 times

Teaches students to produce professional publications on the computer. Basic desktop publishing and design procedures will teach students to mix text and graphics on documents. A maximum of six (6) credit hours may be earned in this course.

INFT 140 Beginning Excel (1 Credit Hour)

Type of credit: Occupational/Technical

Lecture hours: 1

Repeatable: 2 times

Provides an introduction to the generation and use of spreadsheets utilizing Excel for Windows. Also introduces the creation of charts and graphs, and database functions.

INFT 141 Intermediate Excel (1 Credit Hour)

Type of credit: Occupational/Technical

Lecture hours: 1

Repeatable: 2 times

Prerequisite: INFT 140 with minimum grade of C.

Intended as a continuation of the Beginning Excel course. Topics will include working with tables and PivotData, managing multiple workbooks, developing an Excel application, and working with advanced functions.

INFT 142 Advanced Excel (1 Credit Hour)

Type of credit: Occupational/Technical

Lecture hours: 1

Repeatable: 2 times

Prerequisite: INFT 141 with minimum grade of C.

Introduction to advanced application techniques using Excel. Work with Goal Seek, Solver, Scenario Manager, and Pivot Table to find the answer to questions.

INFT 145 Beginning Access (1 Credit Hour)

Type of credit: Occupational/Technical

Lecture hours: 1

Provides an introduction to database management using a relational database software package.

INFT 146 Intermediate Access (1 Credit Hour)

Type of credit: Occupational/Technical

Lecture hours: 1

Repeatable: 2 times

Prerequisite: INFT 145 with minimum grade of C.

Intended as a continuation of the Beginning Access (INFT 145) course.

Topics will include: advanced queries and table design, creating custom forms, creating custom reports, and sharing, integrating and analyzing data.

INFT 147 Advanced Access (1 Credit Hour)

Type of credit: Occupational/Technical

Lecture hours: 1

Prerequisite: INFT 146 with minimum grade of C.

Introduction to the programming facilities for managing and reporting information with database management software.

INFT 150 Microsoft Office Integration (1 Credit Hour)

Type of credit: Occupational/Technical

Lecture hours: 1

Repeatable: 2 times

Prerequisite: INFT 131 and INFT 135 and INFT 140 INFT 145.

This course is designed for students with Microsoft Office experience. Students will learn how to combine information by integrating data from multiple programs. Students will learn how to import, export, link, and embed while using Word, PowerPoint, Excel, and Access.

INFT 160 Digital Pictures and Sound (1 Credit Hour)

Type of credit: Occupational/Technical

Lecture hours: 1

Exposes the student to the latest developments and concepts in digital photography and image editing and to the various problems encountered by multimedia professionals.

INFT 180 Intro to Information Systems (3 Credit Hours)

Type of credit: Occupational/Technical

Lecture hours: 3

Lab hours: 1

Provides an introductory survey of computer systems, MIS terminology, business computer applications, and programming concepts. The Internet, as well as, word processing, spreadsheet, data management, and presentation software is introduced and used in a microcomputer environment. IAI Codes: BUS 902 and CS 910

INFT 181 Intro to Computer Applications (3 Credit Hours)

Type of credit: Baccalaureate/Transfer

Lecture hours: 3

This course will train students in the use of business software. Topics include file management, internet access, word processing, spreadsheets, digital presentations, database management and basic web design. IAI Code: BUS 902

INFT 182 Microcomputer Hardware (3 Credit Hours)

Type of credit: Occupational/Technical

Lecture hours: 2

Lab hours: 2

Repeatable: 3 times

Prerequisite: INFT 180.

Introduces the student to DOS, hardware operation, and techniques of hardware systems analysis, troubleshooting, and repair.

INFT 190 Prin of Computer Science I (3 Credit Hours)

Type of credit: Baccalaureate/Transfer

Lecture hours: 3

Prerequisite: MATH 166 or Academic placement measures.

Introduces students to computers and computer programming. Students will develop problem solving and programming skills while emphasizing structured design. The high level language C++ will be used. This is a required course for computer science majors. IAI Code: CS 911

INFT 191 Introduction to Programming (3 Credit Hours)

Type of credit: Occupational/Technical

Lecture hours: 3

Prerequisite: INFT 180 with minimum grade of C.

This course will introduce students to computers and computer programming. Students will develop problem-solving and programming skills while emphasizing structured design. The language C++ will be used.

INFT 202 Web Programming (3 Credit Hours)

Type of credit: Occupational/Technical

Lecture hours: 3

Prerequisite: INFT 190.

This class deals with the basics of Internet Programming. The focus of the class will be programming with HTML, but it will also include short summaries of other internet programming languages such as Javascript and VBScript. Class will also cover the basics of designing for the web, along with an overview of some of the design tools available for web authors.

INFT 204 Digital Design & Image Editing (3 Credit Hours)

Type of credit: Occupational/Technical

Lab hours: 6

Students will become proficient in the use of software tools to create two and three dimensional illustrations, edit files, and salvage damaged images. Students also will build website interfaces.

INFT 250 Macromedia Dreamweaver (3 Credit Hours)

Type of credit: Occupational/Technical

Lecture hours: 3

This course provides an overview of Dreamweaver, and how you use it to build an HTML based website. Topics would include site design basics, image and text usage, using tables and layers to control layout of page, and utilizing behaviors to allow user interactivity on the site. The course also includes information on purchasing and managing names as well as web hosting.

INFT 260 Computer Animation (3 Credit Hours)

Type of credit: Occupational/Technical

Lecture hours: 3

Prerequisite: INFT 180.

This course will introduce the student to animation programming as well as show them how to use the majority of the features of this application to provide animated and interactive content to be used on the World Wide Web and in other deliveries.

INFT 282 A+ Certification (3 Credit Hours)

Type of credit: Occupational/Technical

Lecture hours: 2

Lab hours: 2

Prerequisite: INFT 182 with minimum grade of C.

This course prepares the student in computer technical support to install, upgrade, or repair microcomputers and peripheral devices. The course competencies prepare the student for the computer industry's A+ certification examination.

INFT 284 Networking + Certification (3 Credit Hours)

Type of credit: Occupational/Technical

Lecture hours: 2

Lab hours: 2

Repeatable: 9 times

Prerequisite: INFT 282 with minimum grade of C.

The course prepares the student for the computer industry's Network + certification exam and offers preliminary work toward the Server+ certification. Technical abilities include media and topologies, protocols and standards, network implementation, and network support, as well as, wireless networking and gigabit Ethernet.

INFT 286 Security+ Certification (3 Credit Hours)

Type of credit: Occupational/Technical

Lecture hours: 2

Lab hours: 2

Repeatable: 3 times

Prerequisite: INFT 284 with minimum grade of C.

This course prepares the student in cross site scripting, SQL injection, rootkits, and virtualization, as well as topics of increasing importance in the industry as a whole, like the latest breeds of attackers. The course competencies prepare the student for the computer industry's Security+ certification examination.

INFT 290 Prin of Computer Science II (3 Credit Hours)

Type of credit: Baccalaureate/Transfer

Lecture hours: 3

Prerequisite: INFT 190 with minimum grade of C.

Introduces students to the relationships among the elements of data involved in problem solving, structures of storage media and machines, methods useful in representing structured data in storage, and techniques for operating on data structures. Techniques of algorithm development and good programming style are emphasized. The language is a continuation of Principles of Computer Science I (INFT 190). IAI Code: CS 912

INFT 295 Special Topics (0.5-4 Credit Hours)

Type of credit: Occupational/Technical

Lecture hours: 0.5-4

Repeatable: 3 times

Exposes the student to the latest developments and concepts in Information Processing Systems and to the various problems encountered by information technology professionals. A maximum of sixteen (16) credit hours may be earned in this course.