

# INFORMATION TECHNOLOGY (IT)

---

## **IT-103 INTRO TO DOCUMENT CREATION (1 Credit)**

Using word processing software, students will produce written documents, including letters, memos, multi-page reports, and newsletters. Note: IT 103, 104, and 105 may not be taken for credit after any other 3-credit computer course.

**Prerequisite(s):** IT-104 OR IT-105

## **IT-104 INTRO TO SPREADSHEETS (1 Credit)**

Students will create spreadsheets to facilitate decision-making and illustrate numeric data using relative and absolute addresses, formulas, and system functions. Students will create tables to graphically present information in a spreadsheet and will create integrated documents using word processing and spreadsheet applications. Prerequisite: IT 103 or demonstration of proficiency. Note: IT 103, 104, and 105 may not be taken for credit after any other 3-credit computer course.

**Prerequisite(s):** IT-103 OR IT-105

## **IT-105 INTRO TO DATABASES (1 Credit)**

Students will build and query a database and create forms and reports from database tables. Students will create integrated documents using word processing and database applications. Prerequisites: IT 103 and IT 104 or demonstration of proficiency. Note: IT 103, 104 and 105 may not be taken for credit after any other 3-credit computer course.

**Prerequisite(s):** IT-103 AND IT-104

## **IT-120 INTRO TO COMPUTERS (3 Credits)**

An introduction to the components and functions of a computer system, the Internet, and applications software. Students become familiar with the Internet and the campus e-mail program. Word processing, Web creation, spreadsheet, database, and presentation applications are used to provide practical experience using a personal computer. Note: IT 120 includes material from IT 103, 104, and 105. Students having completed one of those courses should not enroll in IT 120. Likewise, students who have completed a computer science course numbered 131 or higher should not enroll in IT 120.

**Restrictions:** RG.BUS

## **IT-123 USER CENTERED WEB SITE DESIGN (3 Credits)**

An introduction to the creation of effective web pages and sites. Topics related to effective site creation include color, typography, layout and multimedia. Students will create web pages directly by producing html and css documents using a personal computer.

## **IT-192 IND STUDY IN INFORMATION TECH (1-3 Credits)**

Independent study or project in some area of introductory computer applications or computer science faculty.

## **IT-220 DATA CRUNCHING IN BUSINESS (3 Credits)**

An introduction to data manipulation in business, Microsoft EXCEL or an equivalent spreadsheet program, its application to business and accounting problems, and an introduction to data analysis and Pivot tables.

## **IT-280 SPECIAL TOPICS IN IT (1-3 Credits)**

An intensive study of how information technology can be used in various fields. Students will be exposed to applications in both a theoretical and hands-on manner. Although there is no separate laboratory section, students will complete substantial amounts of their work using software applications.

## **IT-280A SP TOP: EXCEL IN BUSINESS (3 Credits)**

An intensive study of how information technology can be used in various fields. Students will be exposed to applications in both a theoretical and hands-on manner. Although there is no separate laboratory section, students will complete substantial amounts of their work using software applications.

**Restrictions:** RG.BUS

## **IT-280B SPECIAL TOPICS IN IT: APP DEVELOPMENT (1-3 Credits)**

An intensive study of how information technology can be used in various fields. Students will be exposed to applications in both a theoretical and hands-on manner. Although there is no separate laboratory section, students will complete substantial amounts of their work using software applications.