INFORMATION TECHNOLOGY (INFT)

INFT 000 Computer Competency 0 Credit Hour(s)
Offered: Resident and Online

INFT 102 PowerPoint 1 Credit Hour(s)
An introduction to the basics of Microsoft® PowerPoint which includes creating and editing presentations, slide design, layout, transitions and animation. Topics including tables, pictures, Word Art and charts will be included in the course.
Offered: Resident and Online

INFT 103 Excel 1 Credit Hour(s)
An introduction to the basics of Microsoft® Excel which includes creating and analyzing data through the use of performing calculations and various formulas. Topics include entering data in a cell, constructing formulas, formatting worksheets, using the SUM function and creating charts based on data from the spreadsheet.
Offered: Resident and Online

INFT 104 Word 1 Credit Hour(s)
An introduction to the basics of Microsoft® Word which includes creating professional documents, editing and formatting documents and generating reports. Topics include inserting text, graphics and tables as well as modifying text boxes, tabs and general paragraph alignment.
Offered: Resident and Online

INFT 105 Introduction to Information Literacy 1 Credit Hour(s)
An introduction to the information literacy skills and resources needed for academic research and lifelong learning. Students will learn to identify, assess, organize, and report information responsibly, including library print and electronic materials as well as web resources.

INFT 110 Computer Concepts and Applications 3 Credit Hour(s)
This course will introduce the student to the operation and use of computers. Specific applications taught include operating systems, word processing, spreadsheets, and presentation software. In addition, students will learn basic terminology and concepts related to the use of computers in today's society.
Offered: Resident and Online

INFT 111 MAC Computer Concepts and Applications 3 Credit Hour(s)
This course will introduce the student to the operation and use of Mac computers. Specific applications taught include operating systems, word processing, spreadsheets, and presentation software. In addition, student will learn basic terminology and concepts related to the use of computers in today's society.
Offered: Resident and Online

INFT 126 Adobe InDesign - Introductory 1 Credit Hour(s)
This course will introduce the student to Adobe InDesign. Specific skills taught include creating, editing, and publishing a created document to various media formats.
Offered: Resident and Online

INFT 127 Adobe Photoshop - Introductory 1 Credit Hour(s)
This course will introduce the student to Adobe Photoshop. Specific skills taught include creating, editing, and publishing digital content, including photos, images, and effects.
Offered: Resident and Online

INFT 151 Mobile Media Techniques 1 Credit Hour(s)
This course will introduce students to mobile devices, concepts, and using established mobile apps. Students will use mobile devices to create and web publish mobile media content that will enhance their understanding of the tools and functions available to tell their stories, communicate content, and establish a web presence.
Offered: Resident and Online

INFT 152 Social Media Tools - Introductory 1 Credit Hour(s)
This course will introduce the concepts and applications of social media. Students will gain hands on experience using readily available social media tools to create a social media presence on the internet.
Offered: Resident and Online

INFT 241 CompTIA A+: Computer Hardware and Operating Systems Certification 3 Credit Hour(s)
This course will introduce hardware, software, operating systems, and trouble-shooting. Students will learn basic skills in building and trouble-shooting computers, installing/configuring operating systems, and basic networking.
Offered: Online