

INTEGRATED INFO TECH (ITEC)

ITEC 143 - Advanced Business Document Preparation (3 Credits)

Emphasis on production and versatility in preparing business documents.

Not for TSTM majors. For business teacher certification.

Graduation with Leadership Distinction: GLD: Professional and Civic Engagement Leadership Experiences

ITEC 233 - Introduction to Computer Hardware and Software (3 Credits)

Understanding of current computer hardware and software through computer building, repairing, and troubleshooting.

ITEC 243 - Word Processing Concepts and Technology (3 Credits)

Introduction to word processing concepts and applications.

Prerequisites: keyboarding.

ITEC 245 - Introduction to Networking (3 Credits)

Understanding the essential concepts of computer networks, including standards, topologies, security, media, switching, routing, and more.

Prerequisites: C or better in ITEC 233.

ITEC 264 - Computer Applications in Business I (3 Credits)

Survey of core skills and techniques for spreadsheet design and analysis of business problems.

ITEC 270 - Records Control (3 Credits)

Analysis and control of office records including creation, processing, maintenance, protection, and disposition.

Prerequisites: ITEC 264.