

INTEGRATED INFO TECH (ITEC)

ITEC 242 - Business Communications (3 Credits)

Theory and processes in written business communications; composing effective business letters and reports.

Prerequisites: C or better in both ENGL 101 and ENGL 102.

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

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

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