**INFORMATION TECHNOLOGY (INFO)**

**INFO 1575  Document Preparation  4 s.h.**
Preparation of documents using information processing and standard and
advanced electronic productivity tools such as templates, tables, columns,
forms macros, graphics, and merging. Integration of documents with other
software. Creating and maintaining hypertext documents.
**Prereq.:** Knowledge of word processing or ENGL 1550.

**INFO 2600  Concepts of Information Technologies  3 s.h.**
The foundation and general principles behind information technology,
including data representation, encoding systems, encryption methods,
database fundamentals, logic for programming, basic data analysis, and graph
applications in networking.

**INFO 2663  Information Technology Management  3 s.h.**
Principles and practices of effective information systems management.
Includes organization environment, leadership issues, information system
types, strategic role of information technology, planning issues, managing and
supporting essential technologies, system development and computing, and
successful integration of people and technology.
**Prereq.:** CSIS 1590 or INFO 2600.

**INFO 2672  Desktop Publishing 1  3 s.h.**
Document creation using desktop publishing software on a microcomputer.
Application must be mastered on a software package used by industry. Lab
time required.
**Prereq.:** CSIS 1590.

**INFO 2673  Desktop Publishing 2  3 s.h.**
Specialized and advanced document creation using desktop publishing
software used by industry. A second software package must be mastered. Lab
time required.
**Prereq.:** INFO 2672.

**INFO 2698  Special Topics  1-3 s.h.**
An in-depth study of information technologies. Topics vary. May be repeated
for different topics.
**Prereq.:** Permission of chairperson.

**INFO 3704  Business Communication  3 s.h.**
Communication theory and practice. Business letter writing; oral
communication. Review of English usage.
**Prereq.:** ENGL 1551.

**INFO 3714  Advanced Spreadsheets  3 s.h.**
Includes macros, look-up tables, advanced problems, templates, and projects
with emphasis on accounting and finance applications.
**Prereq.:** CSIS 1514 or CSIS 1590.

**INFO 3777  Computer Technology for Digital Image Processing  4 s.h.**
Study of tools and technology for digital image processing. Creating and
capturing still and video images for use in Web site development. Techniques
used in compression and archiving of graphics files. Project required. Three
hours lecture and two hours lab.
**Prereq.:** INFO 3774.

**INFO 3787  Training and Employee Development  3 s.h.**
Theory and practice of designing training programs. Analyzing training needs,
selecting instructional strategies, and implementing and evaluating training
programs.
**Prereq.:** INFO 3774 or both INFO 1575 and CSIS 1590.

**INFO 3790  Integrated Information Systems  3 s.h.**
Students organize and operate an information center utilizing decision-
making skills, and information systems procedures and components. Lab time
required.
**Prereq.:** INFO 3714 or CSIS 3723.

**INFO 4880  Information Technology Analysis and Design  3 s.h.**
Information systems integration and modeling. Analysis of dynamic
information flow, functional requirements, and system design in theory and
practice.
**Prereq.:** CSIS 3722 and either CSIS 3723 or CSIS 3782.

**INFO 4895  Special Topics  2-4 s.h.**
A study of special topics in information technologies. Subject matter and
credit hours will be announced in advance. May be repeated multiple times if
topic is different.
**Prereq.:** At least 3 s.h. of upper-division departmental courses and permission
of chair.

**INFO 5875  Advanced Multimedia Authoring  4 s.h.**
Advanced study of multimedia authoring tools. Analysis of commercial
applications. Group project required. Three hours lecture and two hours lab.
**Prereq.:** INFO 3775.