IFT 101 Information Fluency. An introduction to information literacy and the process of library information research and communication. Through discussions, exercises and class projects emphasizing both electronic and print library information resources, students will develop their understanding of information research and communication processes. One (1) semester hour; graded credit/no-credit (CR/NC).

IFT 106 Using the World Wide Web for Research. In this course students will evaluate and discuss techniques for locating and verifying research information on the World Wide Web. Discussions will also cover copyright issues and "pay for usage" databases. Final project: electronic bibliography. Assumes knowledge of basic Windows functions including use of scroll bars, mouse, and menus. One (1) semester hour; graded credit/no-credit (CR/NC).

IFT 107 Using PowerPoint and Computer Graphics for Presentations. Students will learn to use Microsoft PowerPoint and graphics techniques for creating effective classroom presentation. Final project: classroom presentation. Assumes knowledge of basic Windows functions including use of scroll bars, mouse and menus. One (1) semester hour; graded credit/no-credit (CR/NC).

IFT 109 Using Access for Data Collection and Analysis. Microsoft Access will be used to show how information is stored and retrieved for use in data collection and analysis. Assumes knowledge of basic Windows functions including use of scroll bars, mouse, and menus. One (1) semester hour; graded credit/no-credit (CR/NC).

IFT 110 Using Excel Spreadsheets Effectively. Students will learn how to use Microsoft Excel to solve problems that might be expected in liberal arts courses. Basic math skills required. Student cannot receive credit for both IFT 110 and Spreadsheets for Accounting. Assumes knowledge of basic Windows functions including use of scroll bars, mouse and menus. One (1) semester hour; graded credit/no-credit (CR/NC).

IFT 112 Creating Home Pages for the World Wide Web. Students will learn the basic skills necessary to create Web pages, including the incorporation of computer graphics into pages. Students will create their own home pages as a final project. Assumes knowledge of basic Windows and Rollins' Novell systems. One (1) semester hour; graded credit/no-credit (CR/NC).

IFT 113 Creating Home Pages for the World Wide Web II. Students will use high-level Web tools such as FrontPage, Dreamweaver and others to create advanced Web applications. Assumes knowledge of basic Windows and Rollins' Novell systems. One (1) semester hour; graded credit/no-credit (CR/NC). Prerequisite: IFT 112 or consent.

IFT 114 Using Microsoft Word for Publication Design and Layout. Students will learn to use the features of Microsoft Word to design newsletters, resumes, and other publications that require unique formatting. Assumes basic knowledge of Windows & Word. One (1) semester hour; graded credit/no-credit (CR/NC).
IFT 116 Special Topics/Information Technology. Students will work independently with an instructor to develop specialized skills such as database, Perl, CGI, other Web programming tools, or other topics as agreed to by student and instructor.

IFT 118 Introduction to Information Literacy: Library Information Research and Evaluation. Introduces information literacy and the process of library information research and communication. Through discussions, exercises, and class projects emphasizing both electronic and print library information resources, helps students develop their understanding of information research and communication processes.

IFT 120 Design with Photoshop. Students will learn to use the features of Adobe PhotoShop, image-editing software, to create and manipulate graphics for print and the Web. Format will be class meetings and online assignments. Students will be expected to work independently. One (1) semester hour; graded credit/no-credit (CR/NC).

IFT 130/131 Information Technology Lab I and II. Provides instruction to student employees on the operation of the campus network, e-mail, Web systems, and general computer knowledge. Helps students learn to work in stressful situations, respond to requests for assistance by phone and in person, and research problems. One (1) semester hour; graded credit/no-credit (CR/NC; IT assistants only).

IFT 200 Information Technologies. Introduces students to Information Technology by surveying current technologies and software including communication networks, the Web, e-mail systems, computer programming, and specialized software tools. Students will work in groups and individually to complete projects on software evaluation, computer programming, current technology trends, and Web site design. The course will be taught substantially online with periodic class meetings. Students will be expected to work independently. Four (4) semester hours; prerequisites: three (3) IFT courses; laptop may be required depending on section/semester.

IFT 300 Digital Video I. Explores video capturing, editing, and exporting through hands-on, integrated use of digital cameras, VHS, CDs, and DVDs. Video editing software will be used to create transitions and effects.

IFT 301 Digital Video II. Presents advanced video editing techniques using industry-standard software, as well as non-linear and non-literal use of images and video. Prerequisite: IFT 300.

IFT 305 Network Design and Implementation. Students learn how computer networks are set up and run from a technical and operational standpoint. Students will be expected to work independently in group and individual projects. Prerequisites: IFT 200, CMS 147, CMS 157.

IFT 310 Database Applications. Introduces students to database applications including relational concepts, organization, sorting, querying and reporting. Students will learn how to analyze the contents of a database for abnormalities using SQL and other tools. Oracle databases and Microsoft Access w/ODBC will be the tools used.