



**EUCLID UNIVERSITY {CONSORTIUM} & EUROSTATE**  
**Instructor / Tutor: Assigned Euclid Faculty**

<p><b>COURSE NAME: ESSENTIAL INFORMATION TECHNOLOGY SKILLS</b></p>
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- ✓ **Credits: 6 US / 9 ECTS**
- ✓ **Code: EUR-IT**
- ✓ **Revised: June 2008**

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**COURSE DESCRIPTION:**

This is a comprehensive IT module, largely based on the excellent series of courses produced by the Virtual Training Company ([www.vtc.com](http://www.vtc.com))

- Microsoft Office Series
- Microsoft Access
- Photoshop CS
- DreamWeaver – Basic
- DreamWeaver – Advanced

**COURSE OBJECTIVES & LEARNING OUTCOME**

- ✓ Acquire Mastery of MS-Office essentials
- ✓ Under database concepts and MS-Access
- ✓ Understand graphics design with Photoshop CS
- ✓ Understand Menu creation with SoThink DHTML menus
- ✓ Understand basic web design with DreamWeaver

**MAIN / REQUIRED TEXT(S) AND COURSEWARE:**

⇒ *Teaching Company lectures listed above*

☞ <http://www.vtc.com>

**SUPPLEMENTARY TEXTS OR RESOURCES:**

- N/A

**PROJECT AND FINAL GRADE:**

This course requires the presentation project created by the student including:

- one advanced Excel spreadsheet
  - one PowerPoint presentation with advanced features
  - one basic web site
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- ✓ 60% of the final grade is based on the project
  - ✓ 40% of the final grade is based on the final oral exam / closing interview

*Standard Euclid grading scale and academic policies apply to this course.*

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**STANDARD EUCLID GRADING SCALE:**

- A+ 4.00
  - A 4.00
  - A- 3.84
  - B+ 3.33
  - B 3.00
  - B- 2.67
  - C+ 2.33
  - C 2.00
  - C- 1.67
  - D+ 1.33
  - D 1.00
  - F 0.00
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