



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

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

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)

- 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.

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