



Information, Technology, and Communication - ITC 401



...Always a safe plan when you don't know what to do!

Class Seating Arrangement

We will do 2 or 3 this semester

I will pick the first one



CLASS RULES

1. Listen when others are talking.
2. Follow directions.
3. Keep hands, feet, and objects to yourself.
4. Work quietly and do not disturb others.
5. Show respect for school and personal property.
6. Work and play in a safe manner.

- Ipad and other PDA's are not permitted
- If you don't want to listen to MY music, you will need a headset. I do not supply them.
- Headsets must be off ears when I am talking to the class.

I am an Auditory person.
Please respect that!

WASHROOM
Rule 30-20-1 applies

Your Workstation

At the end of each class it should be left as you found it today

- Machine is properly shut down.
- Mouse and keyboard away
- Chair pushed in



USER ID's and Passwords



Murphy's Law

"If anything
can go wrong,
it will"

www.vipnet.ru



<http://karaul.ru>

Log In

Lesson notes

The Lesson Notes button is a key for you to know material covered in this section for testing purposes. You should keep notes, in some form, so that they can be checked when requested before quizzes and tests. More on that later....

Know what the menu icons do and the contents in each of your Group Icons on you USER INTERFACE

Student Group

Microsoft Word
MS PowerPoint
Word Perfect
Corel Presentation
Quattro Pro

Computer Students Group

MicroType Multimedia

Internet Group

Internet Explorer

Net Mail

Note the **VOLUME CONTROL** icon in the Student Group

ITC 401

Information, Technology, and Communication

The Course has been modified this year.

Keyboarding

- 30% of the content and evaluation
- Touch Typing technique
- Typing speed of at least 35 wpm (based on 3 minute timing averages)
- Software: MicroType Multimedia (MTMM)

Word Processing and Desktop Publishing

- 30% of the content and evaluation
- Assignment Work
- Written Tests
- Software: WordPefect 12, MS Word 2007, Paint, Paintshop Pro

Internet - 5%

Assignments

Computer Literacy - 5%

Assignments & Written tests

Spreadsheets and Graphiing - 10%


Assignments

Visual Presentations - 10%

Assignments

HTML code - 10%

Assignments



To see the
complete Course Outline
Go to our class
website