



**COURSE SYLLABUS**

**DIVISION:** Workforce Services

**Revised:** January 2015

**CURRICULUM IN WHICH COURSE IS TAUGHT:** Non-Curricular

**COURSE NUMBER AND TITLE:** ITE 195 Utilizing Technology in the Classroom

**CREDIT HOURS:** 1

**HOURS/WEEK LECTURE:** 1

**HOURS/WEEK LAB:** 0

**LECTURE/LAB COMBINATION:** 1 (0)

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- I. CATALOG DESCRIPTION:** Covers computer concepts and Internet skills and uses a software suite which includes word processing, spreadsheet, publisher, and presentation software to demonstrate skills required for computer literacy
- II. RELATIONSHIP OF THE COURSE TO CURRICULUM OBJECTIVES IN WHICH IT IS TAUGHT:** Non-Curricular
- III. REQUIRED BACKGROUND:** None
- IV. COURSE CONTENT:**
- Windows Desktop
  - Taskbar Features
  - Shutting Down
  - Launching
  - Pop-Up Menus
  - Dragging
  - Icons
  - Sizing and Moving
  - Minimize
  - Using Clipboard
  - Internet Terminology
  - Browsing
  - Office Quick Access Toolbar
  - Office Ribbons
  - Creating Flyers
  - Creating Presentations
  - Creating Spreadsheets
  - Creating Newsletters

- Creating Brochures
- My Computer
- Properties
- Folders and Subfolders
- Accessories
- Maximize
- Printing and Print Manager
- Internet Services
- Search Engines
- Office Tabs
- Other Office Features

**V. Learner Outcomes**

**VI. Evaluation**

Understand the booting and shutting down of computers	Class participation, homework, quizzes, and projects
Be able to save assignments	Class participation, homework, quizzes, and projects
Be able to create folders and subfolders	Class participation, homework, quizzes, and projects
Be familiar with Office 2013 and its applications	Class participation, homework, quizzes, and projects
Become familiar with the tabs, ribbons, and launchers in Office 2013	Class participation, homework, quizzes, and projects
Become familiar with the Quick Access Toolbar	Class participation, homework, quizzes, and projects
Be able to use the Mini Toolbar	Class participation, homework, quizzes, and projects

**VII. The course supports the following general education goals/objectives:**

DCC Educational Objectives

- Communication
- Critical Thinking
- Information Literacy
- Quantitative Reasoning