



STARK STATE COLLEGE

GENERAL SYLLABUS

Course Information

Course Name: Computer Applications – Windows & Concepts
Course Number: ITD100

Required Materials

Textbook(s): Students will be using a free online source for assigned readings and assignments GCF Global <https://edu.gcfglobal.org/en/>

Required Readings: None

Additional Materials: Flash drive or external hard drive is optional

Course Outline/Calendar

The date of coverage and order of coverage may be modified based on the faculty member and events beyond the control of faculty members that interfere with class times and teaching.

| Week | Chapter/Topic/Lab |
|--------|--|
| Week 1 | <ul style="list-style-type: none"> • Syllabus Quiz • Honesty In Learning Quiz • Typing for Beginners • Class Cafe- Introductions |
| Week 2 | <ul style="list-style-type: none"> • GCF Quiz 1: Computer Basics • Computer Basics Discussion |
| Week 3 | <ul style="list-style-type: none"> • GCF Quiz 2: Windows Basics • Windows Basics Discussion • Files Files Files • Getting Started with Word • Getting Started with Excel • Getting Started with PowerPoint |
| Week 4 | <ul style="list-style-type: none"> • GCF Quiz 3: E-mail Basics • GCF Quiz 4: Google Drive Quiz • Getting Started with Google Drive • Mid-term |
| Week 5 | <ul style="list-style-type: none"> • GCF Quiz 5: Internet Basics Quiz • GCF Quiz 6: Chrome Quiz • GCF Quiz: 7 Firefox Quiz |

| Week | Chapter/Topic/Lab |
|--------|---|
| Week 6 | <ul style="list-style-type: none"> • Digital Media Literacy Discussion • Zipped Folders • File Basics Management Project #1 |
| Week 7 | <ul style="list-style-type: none"> • GCF Quiz 8: Internet Safety Quiz • File Basics Management Project #2 • Online Money & Mobile Device Tips Discussion |
| Week 8 | <ul style="list-style-type: none"> • ITD100 Final Project #3 Discussion • Informal Technology Presentation Discussion • Course Reflection Paper • Overall Participation |