



# Lampang College of Commerce & Technology, Thailand

## International Business Studies Center

### Course Details

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<b>Course Code</b>	2001-0001
<b>Course Title</b>	Computer for Career
<b>Level</b>	LVT I
<b>Instructor</b>	Aj.Anjan Mahanta (anjan@lcct.ac.th)
<b>Course Objectives</b>	To understand the principle of using information technology at work, using office program,internet and e-mail. To be able to use computer and information at work, install operating software program create document, table making and presentation, search information by internet and receive and send e-mail.

#### Course Outline

1. Open an Email Account in Gmail
2. Introduction to Google Tools
  - 2.1 Google Search
  - 2.2 Google Books
  - 2.3 Google Earth
  - 2.4 Google Maps
  - 2.5 Google Translate
  - 2.6 YouTube
3. Website Design
  - 4.1 Google Sites
4. Introduction to iPod Touch
  - 4.1 Using Word, Excel & Powerpoint
  - 4.2 Open a PDF File
  - 4.3 Sending & Receiving Email via iPod Touch
5. Project Work
  - 5.1 Create Video & Upload in YouTube
  - 5.2 Presentation in Classroom using LCD projector

#### Grade Criteria

Assignment 1	Assignment 2	Mid-term	Final	Attendance	Homeroom
15%	15%	25 %	25 %	10%	10%