ICT in Business

Vistula University

Mahdi Vahedian

Course Objectives

This course is designed to familiarize us with the most fundamental Microsoft products. Learning Microsoft Word, PowerPoint, Excel, and Outlook is highly important, and in this course, we will learn the basics of these applications.

Exams

There are two online exams for this course that together make the course's final grade.

1. Midterm exam: **40%**

2. Final exam: **60%**

There will also be a retake exam for students who failed the exam. The retake will take place during the last week of the course.

Contact

If you have any questions related to the materials on the Platon, you can contact me (Your teacher 😊). I am replying to emails only on Tuesdays and Thursdays. My email address is:

m.vahedian@vistula.edu.pl

For any questions about the Platon or the online course, please get in touch with the e-learning department. The email address for the e-learning department is:

elearning@vistula.edu.pl

<u>Thank You!</u>