

Applying ICT 15F (1 & 2)

Credit Value: 1.0

Course Description:

The purpose of this course is to provide students with an opportunity to expand upon previously learned ICT skills. Students will use office productivity software to meet a variety of project outcomes, such as the creation of documents, spreadsheets, databases, web pages, and presentations. In addition, students will explore the production of multimedia through a variety of projects that emphasize the use of graphics, animation, audio, and video. The integration of software tools will be utilized to complete complex tasks and projects. The Internet and email will be used as communication tools to assist in the research and data-gathering process. Ethical considerations, acceptable use, and the challenges associated with various uses of ICT in the home and workplace will also be examined.

Core Topics:

- 1) Computer Orientation
- 2) Word Processing
- 3) Spreadsheets and Databases
- 4) Graphics
- 5) Presentations
- 6) Multimedia
- 7) Web Page Design
- 8) Ethical and Legal Issues
- 9) Reflection and Assessment