

AP4306 Information Communication Technology



**Course Aim** The course is designed to cover the key concepts of computing, its practical applications and their use in the workplace, study and society in general.

<b>Short Title</b>	Information Technology	<b>Version</b>	2
<b>Faculty</b>	Humanities	<b>Effective From</b>	September 1, 2017
<b>Credits</b>	10	<b>Indicative NQF Level</b>	4
<b>Pre-requisites</b>	Nil	<b>Student Contact hrs</b>	75
<b>Co-requisites</b>	Nil	<b>Self-directed hrs</b>	25
<b>Anti-requisites</b>	ITC3003 or ITC3004 or ITC3006	<b>Other directed hrs</b>	0
		<b>Total learning hrs</b>	100

<b>Learning Outcomes</b>	On successful completion of this course, students will be able to:
1	Make effective use of the features of presentation software.
2	Create and format documents to industry standard using a word processor
3	Use electronic mail to send, receive and organise documents
4	Use a web browser and carry out efficient internet searches
5	Plan, design, create, modify and document spreadsheets for organisational use

<b>NQF Sub-strand</b>
Practical Application of knowledge
Practical Application of knowledge
Communication, ICT, Numeracy
Communication, ICT, Numeracy
Generic, Problem Solving and Analytical Skills