

AP4306 Information Communication Technology



Course Aim This course prepares students with the IT skills to undertake first year degree level study.

Short Title	Information Technology	Version	3
Faculty	Humanities	Effective From	September 1, 2018
Credits	10	Indicative NQF Level	4
Pre-requisites	Nil	Student Contact hrs	60
Co-requisites	Nil	Self-directed hrs	40
Anti-requisites	ITC3003 or ITC3004 or ITC3006	Other directed hrs	0
		Total learning hrs	100

Learning Outcomes	On successful completion of this course, students will be able to:	NQF Sub-strand
1	Define common ICT terminology and describe how ICT is used throughout an organisation.	Theoretical Understanding
2	Browse the Internet for information to meet the requirements of a brief.	Practical Application of knowledge
3	Organise and manage email to enhance productivity.	Practical Application of knowledge
4	Produce a complex word processed document to specifications.	Communication, ICT, Numeracy
5	Enter and manipulate data using mathematical and logical formulas using standard spreadsheet functions.	Communication, ICT, Numeracy