

Course Title	ICT I
Course Code	CSC 101
Course Purpose and Objectives	This hands-on course is designed to give students an understanding of information technology principles as well as a hands-on experience of using PCs. Students will be able to use Windows OS to perform everyday tasks, create and manipulate documents, prepare presentations as well as create and use Spreadsheets efficiently. In this course students use a Windows Operating System and recognize and analyse the use of hardware, software and storage components. They also operate basic functions of the OS, such as install/uninstall a printer, search files and folders, modify a file's attributes, compress / uncompress folders.
Learning Outcomes	<ol style="list-style-type: none"> 1. Recognize and analyse the use of software, hardware and storage components. 2. Use a Windows OS efficiently. 3. Prepare and edit documents. 4. Prepare and edit spreadsheets 5. Prepare and edit presentations.
Course Content	<ul style="list-style-type: none"> • Computer Essentials • Word Processing • Spreadsheets • Presentation