

Course Title	<b>ADVANCED ICT</b>
Course Code	<b>CSC 103</b>
Course Purpose and Objectives	The purpose of this course is to give students an advanced knowledge and practical skills of word processing, spreadsheets and presentation tools. Students will develop their knowledge on information communication technology as well as advance their end-user skills. In addition, they will learn how to use the advanced features associated with word processing applications, spreadsheet applications and presentation applications.
Learning Outcomes	<ol style="list-style-type: none"> <li>1. Identify what is information communication technology and computers..</li> <li>2. Make use of advanced features of commonly used applications such as Microsoft Word, Microsoft Excel and Microsoft Power Point.</li> <li>3. Demonstrate skills in using word processing, spread sheet and presentation applications.</li> <li>4. Use the various features of the taught applications. Compile application documents by choosing the correct and best features to use so as to maximize the correctness of their solutions.</li> </ol>
Course Content	<ul style="list-style-type: none"> <li>• Advanced word processing</li> <li>• Advanced spreadsheets</li> <li>• Advanced presentations</li> </ul>