

Course Title	<b>ADVANCED ICT I</b>				
Course Code	<b>CSC 103</b>				
ECTS	<b>6</b>	Lectures / week		Laboratories / week	<b>3</b>
Course Purpose and Objectives	<p>The purpose of this course is to equip students with advanced skills across documents processing, spreadsheet, and presentations as these are required by the industry. They will be capable of producing professional documents with consistent formatting, managing references, and automating tasks through templates, fields, and macros. Students will engage with spreadsheets applying complex formatting, utilize logical, statistical, financial, and mathematical functions, and analyze data using tables, charts, and scenarios. Students will integrate and secure data effectively. Students will design and deliver engaging, audience-focused presentations, using advanced design tools, multimedia, and data integration features. Across all applications, they will collaborate efficiently, apply security measures, and optimize productivity through automation and best practices.</p>				
Learning Outcomes	<ol style="list-style-type: none"> <li>1. Apply advanced formatting and design principles to create professional documents, spreadsheets, and presentations.</li> <li>2. Utilize automation tools such as macros, templates, and fields to improve efficiency and accuracy.</li> <li>3. Manage and integrate data across applications through linking, embedding, and importing features.</li> <li>4. Perform complex data analysis using advanced functions, tables, charts, and validation tools.</li> <li>5. Incorporate multimedia elements and accessibility features to enhance presentations.</li> <li>6. Collaborate effectively and apply appropriate document and data security measures.</li> <li>7. Demonstrate strong organizational and technical skills in managing references, styles, and layouts across digital workspaces.</li> </ol>				
Course Content	<p><b><u>Part 1: Advanced Documents Processing</u></b></p> <ol style="list-style-type: none"> <li>1. Formatting</li> <li>2. Referencing</li> <li>3. Enhancing Productivity</li> <li>4. Collaborative Editing</li> <li>5. Preparing Outputs</li> </ol> <p><b><u>Part 2: Advanced Spreadsheets Management</u></b></p> <ol style="list-style-type: none"> <li>1. Formatting</li> <li>2. Formulas and Functions</li> <li>3. Charts</li> <li>4. Analysis</li> <li>5. Validating and Auditing</li> <li>6. Enhancing Productivity</li> <li>7. Collaborative Editing</li> </ol>				

	<p><b><u>Part 3: Advanced Presentations Module</u></b></p> <ol style="list-style-type: none"><li>1. Presentation Planning</li><li>2. Slide Masters and Templates</li><li>3. Graphical Objects</li><li>4. Charts and Diagrams</li><li>5. Multimedia</li><li>6. Enhancing Productivity</li><li>7. Managing Presentations</li></ol>
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