

PREREQUISITES

The course will run independently from other Digital Technologies courses. This course is suitable for students with no prior background in computing, and those wishing to improve their computing skills and knowledge.

COURSE OUTLINE

This course offers students the chance to demonstrate their competence in current Microsoft Office applications. Students will learn a range of skills, to assist them with using computers and gain skills for use in other subjects, and future careers.

The following topics and skills will be offered:

- Creating documents and file management using text and images
- Desk top publishing
- Document enhancement – focusing on presentation and layout
- Use of spreadsheets to help within the workplace
- Web design

ASSESSMENT

All assessment will be completed using internally assessed Unit Standards.

WHERE DOES IT LEAD?

Future workplace and some tertiary study

CONTRIBUTION

TBC

CONTACT

Mr Stevenson