APPROVED

VA4104: Information and Communication Technology

Course Details	
Course Code:	VA4104
Course Title:	Information and Communication Technology APPROVED
Short Title:	Information Communication
Course Level::	Level 4
Valid From::	2022/2023 Sem 1
Credits::	10
Owner:	Junior College
Assessment Method:	Achievement
Course Aim	This unit's purpose is to impart the skills and confidence to produce a variety of documents, spreadsheets, and presentations for a range of audiences.

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CILO	
On Completion of this course, the learner will be able to	
#	**Learning Outcome Description**
1	Use a word processor program to create documents
2	Design presentations using an appropriate program
3	Create spreadsheets using a data modelling program

Requisites
No requisites

Examinations
Assessment Type Examination (Practical)
Assessment Type Examination (Practical)
Assessment Type Examination (Practical)

No Other Controlled Assessments

No Uncontrolled Assessments

Affiliated Entities

Entity Code	Entity Title	Entity Version	Entity Type
CVA5001	Certificate in Vocational Acceleration	1	Programme
VAP5000	Vocational Acceleration Programme	1	Programme