

TECHNOLOGY - DIGITAL

TED 203

This course enables ESOL students new to ICT to develop skills in the efficient and effective use of the alpha-numerical keyboard as a communication tool. Other skills also covered are file management, design principles to produce documents, management of information using text, and draw/paint applications. This is an essential programme for all students who are looking for a one year course which will provide them with the necessary skills for personal and/or vocational purposes whilst providing credits towards NCEA.

This course is based on self-motivated learning.

INTERNAL ASSESSMENT

There may be an opportunity for students to undertake assessments in the following standards when the required level of competency has been reached.

Unit Standard	Level	Title	Credits
US 5939	2	Produce computer graphics using base functions	3
US 2784	2	Create and use a computer spreadsheet to solve a problem	3
US 2791	2	Integrate spreadsheet and database data into a word processed document to meet a set brief	3
US 5940	2	Produce a presentation using a desktop presentation computer application.	3
US 111	2	Operate a word processor to produce documents	5
US 12884	2	Create documents and manage files for generic text and information management	3
US 12885	2	Create and enhance documents combining text and images for generic text and information management	6

Note The Programme may alter depending on resource availability.

Suggested pre-requisites	:	None
Suggested further study	:	TED 201 / TED 302
Course costs	:	\$15 consumables
Contact person	:	Mrs D Buckner

