

THE INTERNATIONAL SCHOOL OF PORT OF SPAIN

Course Title: Technology Skills (9/12)

Credit: 0.5

Rationale: Technology skills are required in all areas of ISPS's curriculum. They are also required in universities and in the workplace. This course is designed to build on the basic computing skills that the student possesses, preparing him or her for the challenge of using technology in real-world scenarios.

Course Description: This course provides students with hands-on experience using the software packages MS Office 2007, MS FrontPage 2003 and Inspiration 7.5. Students use word-processing, spreadsheet, presentation graphics, database management, e-mail, personal information management, desktop publishing, web page publishing and concept mapping software. Internet usage and how to use the Internet in collaboration with all the software packages are emphasized. Students are also taught to use a scanner and digital camera. All computers are networked and students are taught how to use resources on the Local Area Network effectively. Students are required to apply their knowledge of the software to real-life scenarios.

Course Content:

1. Windows XP.
2. Introduction to the ISPS's Local Area Network.
3. Email and Personal Information Management using MS Outlook 2007.
4. Scanner and digital camera usage.
5. Word-processing using MS Word 2007.
6. Spreadsheet Analysis using MS Excel 2007.
7. Inspiration 7.5
8. Presentations using MS PowerPoint 2007.
9. Database management using MS Access 2007.
10. Web page design using MS FrontPage 2003.
11. Desktop publishing using MS Publisher 2007.

Course Objectives:

1. Use Windows XP to run applications and manage files.
2. Use a network account to access network resources and services.
3. Use MS Outlook 2007 to access e-mail services and manage a personal schedule.
4. Use a scanner and digital camera.

5. Use Word 2007 to produce well-formatted documents, lists, tables, newspaper columns and mail merges.
6. Use MS Excel 2007 to create worksheets, charts, lists, reports and "what if" analyses.
7. Use MS PowerPoint 2007 to create attractive, effective presentations.
8. Implement and maintain relational databases in MS Access 2007.
9. Design web pages using MS FrontPage 2003.
10. Use MS Publisher 2007 to create brochures, banners, résumés, labels, business cards, letterheads and newsletters.
11. Analyze a problem to determine which type(s) of application software should be used in the solution.

Course Requirements:

1.	In-class assignments/Participation	20%	Assignments cover each application feature taught.
2.	Projects	50%	These require the student to apply the application software packages to real-life scenarios.
3.	Tests	30%	These are given on each topic area and may be practical or written.

Course Instructor:

G. Richard Sieunath