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This online course will help you

- Learn the basics of computers
- See inside the Internet
- Use multimedia tools
- Learn how to use a word processor and a spreadsheet
- See how technology integrates into society

Description:

There are five modules in Information Technology 10:

- Module 1 - Basic Skills
- Module 2 - The Internet
- Module 3 - Multimedia
- Module 4 – Microsoft Office (Word & Excel)
- Module 5 – Technology in Society

Required resources

Access to a computer and Internet access is required as there are various readings, videos, animations, simulations and links in the course. All of the materials are online and there is NO textbook.

The **prescribed learning outcomes** are listed in the course. These outcomes as well as other information for this course can be found by visiting the Ministry of Education's website: (<http://www.bced.gov.bc.ca/irp/plo.php>).

Assessment Strategies / Performance Standards

There are 5 module tests (worth 5% each for a total of 25%), 5 Module quizzes (worth 5% each for a total of 25%), 8 Module assignments (worth 5% each for a total of 40%) and 1 Module assignment worth 10% in this course. The tests and quizzes are written online and you will hand in your assignments electronically via a drop box in the course. Each assignment will also include specific criteria for how you will be marked. There is NO midterm and NO final exam. Students may only submit ONE assignment per day.

Performance standards for some courses can be found by visiting the Ministry of Education's website: (https://www.bced.gov.bc.ca/perf_stands/).

How long will this course take?

This is a 4-credit course and you should expect to spend 100 – 120 hours to complete it.

Need help?

You may get help in person, by phone and online in the course by email.