

Information and Communication Technologies

New technologies have revolutionized the way in which we live and do business. In today's business world, we have an imperative to be informed on technological trends, as it's necessary to stay competitive on the labor market. In this course, students will be introduced to basic concepts of operating systems, they will then learn to use MS Office, fracture text, process images, create presentations, create a web page, and create a simple database. The course also covers more advanced topics such as mobile communications, computer networks, e-commerce, and the relationship between ethics and ICT. By completing this course, students will become more technologically literate; able to adapt to technological circumstances at their place of work.