

Transition Year Unit.



SAINT VINCENT'S
CASTLEKNOCK COLLEGE

Subject: Practical Computer Applications.

Number of Periods per week: 1

Class Teacher: James O'Loughlin

Aims and objective:

To develop students use of IT for everyday functions.

Course content:

Practical Computer Applications.

Email – Correct use of subject line

Salutations

Use of appropriate font and case throughout emails

Attachments vs Sharing files outside the organisation (SVC)

Outlook – Scheduling meetings

Accepting/Rejecting and modifying meetings within the Calendar function

Excel - Cell formatting

Sorting data

Adding levels within sorting

Presentation functions within excel

Basic accounts functions

Method of assessment:

Continuous assessment.

The course content may also change based on student feedback.

