# Fundamentals

## OVERVIEW ⌄

The ICT Fundamentals course focuses on introductory Digital Tool literacy. This course explains computing functions, systems, and devices, and when to use these devices at home, school, or work. This course also helps students understand the Internet functions for communication and web browsing.

**Demonstrate effective communication using Email**

**Internet Safety**

**Basic Computer Functions**

## SKILLS TAUGHT ⌄

- Describe the appropriate purpose of various applications used in cloud computing or physical location implementation.
- Explain how to use various word processing application features and functions (i.e. new, open, save, bold, italics, print, font and size, copy, paste, margins, alignment).
- Explain how to use various spreadsheet features and functions (i.e. new, open, save, print, font and size, copy, paste, basic calculations, columns, rows, cells, worksheet, workbook).
- Describe Internet safety practices and risks associated with the Internet.
- Identify ethical and legal issues related to Internet content (e.g. music, videos, photographs, etc.), and how to apply guidelines for copyright and fair use.
- Describe security issues and how to secure various devices (e.g. mobile phone, tablet, laptop, etc.).

**ICT FUNDAMENTALS**

## ICT CERTIFICATES ⌄

ICT is intended to raise digital technology literacy in all of the above mentioned arenas and will prepare students of all ages with the skills needed to meet the challenges of an increasingly technical world and opening doors of opportunity for pursuing a wide range of IT-related industry certifications and careers.