

**Welcome to Computing and ICT at Guernsey College of Further Education**

This is a bridging assignment that will help you prepare for your transition from your current school year to the IT course you are starting in September. There are varying levels in this pack so please complete what you can as it will give you an understanding of the basics to your course.

Please bring this work to your tutor along with anything else you have created to the enrollment day; we would love to see what you have done and look forward to meeting you.

Your assignment has a scenario for you to read and the overall learning outcomes set out and then it is separated into 2 tasks.

**Scenario**

**As a technical student, you have been asked to complete and present information on how to communicate using online technology.**

**You will need to consider different ways to communicate from home and supply demonstrations and links to back up your information.**

**You will invite and engage your tutor using IT and inform them of the social impact that IT has today. The use of a specialist communication channel is needed to share information with your Tutor.**

**Please make sure you pay attention to your spelling, punctuation and grammar.**

LO1 Be able to communicate information to suit audience purpose and content

LO2 Be able to use IT tools to communicate and exchange information

LO3 Understand the impact of IT on individuals, communities and society

## ***Task 1 Presentation***

Your task is to create a presentation using PowerPoint, Google slides or a similar product. You are not going to deliver your presentation but you need to be creative with your slides and then provide notes below the slides as to what you would say. We expect to see more writing in the notes than on the slides. Your notes should be full sentences and can be supported with images in your slides.

Your presentation is to include the following information:

* Different ways you can communicate with others online.
* Identify the advantages and disadvantages of each method including how they have an impact on individuals.
* Justify why you use these IT methods/tools, the safety aspects and effectiveness when exchanging information
* Explain why and how the use of specialist software can improve accessibility to IT communication.

You need to consider the language used and reference any information and images used.

## ***Task 2 Report***

Creating a report to using Microsoft Word or Google Docs and include the following:

Describe the social impact of using IT. Describe how IT has had negative implications on social communication today.

Over the summer please keep up to date with the news and developments in IT.

Contact Us:

Email: [college@gcfe.net](mailto:college@gcfe.net)

Facebook: <https://www.facebook.com/GuernseyCollege>

Twitter: GuernseyCollege@GuernseyCollege

Website: <http://www.guernseycollege.ac.gg/>