INFORMATION COMMUNICATION TECHNOLOGY SYLLABUS

INTRODUCTION

This module unit is intended to equip the trainee with knowledge, skills, and attitudes that will enable him/her to apply information communication technology.

GENERAL OBJECTIVES

By the end of this module unit, the trainee should be able to;

a) Appreciate the role of Information Communication Technology in a business environment.
b) Appreciate various components of a computer system.
c) Acquire basic computer operation skills.
d) Understand data procesing and data security.
e) Appreciate computer networks.
f) Understand the internet and web related applications.
g) Appreciate emerging trends in Information Communication Technology.
h) Apply the acquired knowledge and skills in Informaion communication Technology at the place of work

COURSE UNIT SUMMARY AND TIME ALLOCATION

CODE	TOPIC	SUB TOPIC	THEORY HOURS	PRACTICAL HOURS	TOTAL
12.1.1	INTRODUCTION TO COMPUTERS	• Meaning of termsused in information communication and technology • Historical development of computers (generations) • Classification of computers • Role of ICT in business environment • Role of computers in business	5	3	8
12.1.2	COMPUTER SYSTEMS COMPONENTS	• Computer hardware • Computer hardware selection criteria • Computer software • Functions of various computer software	5	10	15

12.1.3	OPERATING SYSTEMS AND COMPUTER APPLICATION SOFTWARE	• Features of operating systems • Features of application software • Slection of appropriate software	5	5	10
12.1.4	WORD PROCESSING	• Operation of word processor creating a document • Editing a document • Formatting a document • Creating columns/rows • Creating tables • Using graphics • Using mail merge • Printing a document	4	6	10
12.1.5	SPREADSHEETS	• Definitions of spreadsheets • Areas where spreadsheet are used • Preparation of worksheet layout • Building and saving a worksheer • Data manipulation on spreadsheet • Using formulae and functions on a spreadsheet	5	5	10
12.1.6	DATA PROCESSIING AND DATA SECURITY	• Definitions of data and data processing • Data processing cycle • Data processing modes • Elements of data hierachy • File organization and access methods • Database and related terminologies • Threats and hazards of data • Methods of securing data • Helathy and safety issues in computer environment(ergonomics)	5	10	15
12.1.7	COMPUTER NETWORKS	• Definitons of compute networks • Network components • Types of networks • Network topologies • Need for network security	4	8	12

		• Impacts of networks			
12.1.8	PRESENTATION PACKAGES	• Types of presentation packages • Creating slides • Formatting slides • Running slides • Editing objects • Printing slides and handouts	6	6	12
12.1.9	INTERNET AND WORLD WIDE WEB	• Meaning of internet • Internet applications • Impact of the internet in the business environment • Need for internet security	4	2	6
12.1.10	EMERGING TRENDS IN INFORMATION COMMUNICATION TECHNOLOGY	• Emerging trends and issues in information Communication Technology • Challenges of emerging trends in Information Communication Technology • Coping with emerging trends and issues in Information Information Communication Technology	2	-	2
	TOTAL	•			**100**