

## 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 processing 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 Information 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	<ul style="list-style-type: none"><li>• Meaning of terms used in information communication and technology</li><li>• Historical development of computers (generations)</li><li>• Classification of computers</li><li>• Role of ICT in business environment</li><li>• Role of computers in business</li></ul>	5	3	8
12.1.2	COMPUTER SYSTEMS COMPONENTS	<ul style="list-style-type: none"><li>• Computer hardware</li><li>• Computer hardware selection criteria</li><li>• Computer software</li><li>• Functions of various computer software</li></ul>	5	10	15

12.1.3	OPERATING SYSTEMS AND COMPUTER APPLICATION SOFTWARE	<ul style="list-style-type: none"> <li>• Features of operating systems</li> <li>• Features of application software</li> <li>• Selection of appropriate software</li> </ul>	5	5	10
12.1.4	WORD PROCESSING	<ul style="list-style-type: none"> <li>• Operation of word processor creating a document</li> <li>• Editing a document</li> <li>• Formatting a document</li> <li>• Creating columns/rows</li> <li>• Creating tables</li> <li>• Using graphics</li> <li>• Using mail merge</li> <li>• Printing a document</li> </ul>	4	6	10
12.1.5	SPREADSHEETS	<ul style="list-style-type: none"> <li>• Definitions of spreadsheets</li> <li>• Areas where spreadsheet are used</li> <li>• Preparation of worksheet layout</li> <li>• Building and saving a worksheet</li> <li>• Data manipulation on spreadsheet</li> <li>• Using formulae and functions on a spreadsheet</li> </ul>	5	5	10
12.1.6	DATA PROCESSING AND DATA SECURITY	<ul style="list-style-type: none"> <li>• Definitions of data and data processing</li> <li>• Data processing cycle</li> <li>• Data processing modes</li> <li>• Elements of data hierarchy</li> <li>• File organization and access methods</li> <li>• Database and related terminologies</li> <li>• Threats and hazards of data</li> <li>• Methods of securing data</li> <li>• Health and safety issues in computer environment(ergonomics)</li> </ul>	5	10	15
12.1.7	COMPUTER NETWORKS	<ul style="list-style-type: none"> <li>• Definitions of computer networks</li> <li>• Network components</li> <li>• Types of networks</li> <li>• Network topologies</li> <li>• Need for network security</li> </ul>	4	8	12

		<ul style="list-style-type: none"> <li>• Impacts of networks</li> </ul>			
12.1.8	PRESENTATION PACKAGES	<ul style="list-style-type: none"> <li>• Types of presentation packages</li> <li>• Creating slides</li> <li>• Formatting slides</li> <li>• Running slides</li> <li>• Editing objects</li> <li>• Printing slides and handouts</li> </ul>	6	6	12
12.1.9	INTERNET AND WORLD WIDE WEB	<ul style="list-style-type: none"> <li>• Meaning of internet</li> <li>• Internet applications</li> <li>• Impact of the internet in the business environment</li> <li>• Need for internet security</li> </ul>	4	2	6
12.1.10	EMERGING TRENDS IN INFORMATION COMMUNICATION TECHNOLOGY	<ul style="list-style-type: none"> <li>• Emerging trends and issues in information Communication Technology</li> <li>• Challenges of emerging trends in Information Communication Technology</li> <li>• Coping with emerging trends and issues in Information Information Communication Technology</li> </ul>	2	-	2
	<b>TOTAL</b>	•			<b>100</b>