5.1.0   INFORMATION AND COMMUNICATION TECHNOLOGY   (ICT)

5.1.01   Introduction

This module unit is intended to equip the trainee with knowledge; skills and attitudes to enable him/her appreciate and apply Information and Communication Technology in the research, design, production and marketing of industrial components. Upon completion of the module unit, trainees will be able to use various computer packages in work places and in their daily life.

At the end of the unit is a list of teaching/learning activities, teaching/learning resources and evaluation methods that may be applied in the implementation of the syllabus unit. The list is not exhaustive and the instructor is encouraged to explore other suitable methods.

5.1.02   General Objectives

At the end of the module unit, the trainee should be able to:
a) Understand Information Communication Technology Operating Systems
b) Understand techniques of data processing
c) Appreciate the role of Information Communication Technology (ICT) in organizations and life in general
d) Understand the principles of operation of a computer and operating systems
e) Adapt to emerging trends in Information Communication Technology (ICT)

5.1.03   Module Unit Summary and Time Allocation

Information Communication Technology

Code	Sub Module Units	Content	Time Hrs
5.1.1	Introduction to ICT	• Concept of ICT • Functions of ICT • History of computers • Classification of • computers • Components of a • computer	7
5.1.2	Computer Hardware	• Input devices • Output devices • Central Processing Unit	6

		(CPU)	
		• Peripherals	
		• Storage Media	
5.1.3	Computer Software	• Software concept • Types of software • Functions of computer software	6
5.1.4	Operating System	• Operating systems • Function of operating systems • Operating system commands • Managing disks	6
5.1.5	Data Security and Control	• Definition of data security and privacy • Security threats and control measures • Computer crimes • Detection and protection against computer crimes • Laws governing protection of ICT	8
5.1.6	Word Processing	• Concepts of word processing • Functions of word processing • Document creation and manipulation • Tables creation and manipulation • Mail merging • Apply word processing utilities	14
5.1.7	Spread Sheets	• Meaning of spread sheet • Uses of spread sheets • Preparing worksheet layout • Building worksheet • Manipulating data on worksheet • Data application to cells • Formulae and function • Charts	12
5.1.8	Database	• Meaning of database	12

		• Database design	
		• Data manipulation	
		• Data sorting and indexing	
		• Data storage	
		• Data retrieval	
		• Data security	
5.1.9	Networking and Internet	• Meaning of networks	8
		• Functions of networks	
		• Networks configuration	
		• Meaning and uses of internet	
		• Electronic Mail (e-mail)	
5.1.10	Desktop Publishing	• Functions of	10
		• Tools used	
		• Manipulations	
		• Enhancements of typeset work	
		• Printing of documents	
5.1.11	Presentation Packages	• Types of presentation packages	6
		• Creating slides	
		• Formatting slides	
		• Running slides	
		• Editing objects	
		• Printing slides and handouts	
5.1.12	Emerging Trends and Issues in ICT	• Emerging trends and issues in Information Communication Technology	4
		• Challenges posed by the emerging trends and issues in Information and Communication Technology	
		• Coping with challenges posed by emerging trends and issues in Information and Communication Technology	
Total time			99

5.1.1 INTRODUCTION TO INFORMATION COMMUNICATION TECHNOLOGY (ICT)

Theory

5.1.1T1 *Specific Objectives*

By the end of the sub module unit, the trainee should be able to:

a) describe the concept of ICT

b) describe the functions of ICT

c) discuss the history of computers

d) classify computers

e) identify components of a computer

Content

5.1.1T1 Concept of ICT

5.1.1T2 Functions of ICT

5.1.1T3 History of computers

5.1.1T4 Classification of computers

    i) super computers

    ii) main frames

    iii) mini computers

    iv) micro computers

    v) desktops

    vi) laptops

    vii) palm top

5.1.1T5 Components of computers

    i) computer hardware

    ii) computer software

Practice

5.1.1P1 *Specific Objectives*

By the end of the sub module unit, the trainee should be able to:

a) discuss types of computers

b) identify components of a

computer

Content

5.1.1P1 Group discussion on types of computers

5.1.1P2 Identification of computer components and parts

5.1.1C Competence

The trainee should have the ability to:

    i) Identify the various types of computers

    ii) Identify parts of a computer

    iii) Connect computer peripherals

    iv) Maintain the computer system

5.1.2 COMPUTER HARDWARE

Theory

5.1.2T0 *Specific Objectives*

By the end of the sub module unit, the trainee should be able to:

a) identify hardware components of a computer

b) describe input devices

c) describe output devices

d) describe central processing unit (CPU)

e) identify storage media

f) describe peripherals

Content

5.1.2T1 Computer hardware components

5.1.2T2 Input devices

    i) keyboard

    ii) mouse

    iii) scanner

iv) bar code reader
v) magnetic card input
vi) voice input devices

5.1.2T3   Output devices
    i) monitor (visual display unit)
    ii) printer
    iii) sound output device

5.1.2T4   Central Processing Unit (CPU)
    i) electronic components of CPU
    ii) computer bases

5.1.2T5   Storage media
    i) primary (main) memory
    ii) R.A.M.
    iii) R.O.M.
    iv) secondary storage device
    v) tapes
    vi) cassettes
    vii) diskette
    viii) flash disks
    ix) optic media
    x) compact disks (CDs)
    xi) video Compact disks (VCD)
    xii) digital Video Disks (DVD)

5.1.2T6   Computer peripherals

Practice

5.1.2P0 *Specific Objectives*
By the end of the sub module unit, the trainee should be able to:
a) identify input and output devices of a computer
b) identify storage media of a computer
c) start and restart the computer
d) demonstrate Competence in keyboard skills

e) demonstrate Competence in mouse skills

Content

5.1.2P1   Identification of input and output devices

5.1.2P2   Identification of storage media of a computer

5.1.2P3   Starting and restarting the computer
    i) cold booting
    ii) warm booting

5.1.2P4   Keyboard skills
    i) functional keys
    ii) alphanumeric keys
    iii) special keys
    iv) cursor movement keys
    v) numeric keypad

5.1.2P5   Mouse skills
    i) clicking
    ii) double clicking
    iii) dragging
    iv) right clicking
    v) scrolling

5.1.2C   **Competence**
The trainee should have the ability to:
i) Identify computer hardware
ii) Classify memory
iii) Select computer hardware
iv) Test hardware
v) Install hardware
vi) Maintain hardware

5.1.3   **COMPUTER SOFTWARE**

Theory

5.1.3T0   *Specific Objectives*
By the end of the sub module unit, the trainee should be able to:

a) explain the concept of software
b) classify computer software
c) describe functions of computer software

Content
5.1.3T1   Software concept
5.1.3T2 Classification of computer software
  i)   system software
  ii) application software
  iii) programming language
5.1.3T3   Functions of computer software

Practice

5.1.3P0 *Specific Objectives*
By the end of the sub module unit, the trainee should be able to install basic computer software.

Content
5.1.3P1   Installation of basic computer software

5.1.3C Competence
The trainee should have the ability to:
  i)   Identify type of computer software
  ii) Select computer software
  iii) Utilize computer system
  iv) Maintain software
  v) Install software
  vi) Launch software
  vii) Upgrade software

5.1.4 OPERATING SYSTEMS

Theory

5.1.4T0 *Specific Objectives*

By the end of the sub module unit, the trainee should be able to:
  a) explain how operating systems work
  b) **explain how operating systems commands work**
  c) explain how to manage disks

Content
5.1.4T1   Working of an operating system
  i)   Starting
  ii) Shutting
  iii) Customizing
5.1.4T2   Operating systems commands
  i)   Directories/folders management
  ii) Creating
  iii) Moving and copying
  iv) Renaming
  v) Selecting
  vi) Opening folder
  vii) File management
  viii)   Creating
  ix) **Moving and copying**
  x) **Renaming and deleting**
  xi) Opening and closing
  xii) Searching
5.1.4T3   Managing disks
  i)   Assigning a volume label
  ii) Checking disk storage state
  iii) Formatting
  iv) Copying
  v) Scanning

Practice

5.1.4P0 *Specific Objectives*
By the end of the sub module unit, the trainee should be able to:

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a) demonstrate Competence in the use of an operating system
b) apply various operating system commands
c) manage disks

Content

5.1.4P1 Using an operating system
i) starting an operating system
ii) shutting down an operating system
iii) customizing an operating system

5.1.4P2 Operating system commands
i) Directories/folders management
ii) Creating a folders
iii) Moving and copying folders
iv) Renaming and selecting a folder
v) Opening a folder
vi) File management
vii) Creating a file
viii) Moving and copying
ix) Renaming and deleting
x) Opening and closing a file
xi) Searching and sorting files

5.1.4P3 Managing disks
i) Assigning a volume label
ii) Checking disk storage status
iii) Formatting a disk
iv) Copying a diskette (disk copy)
v) Scanning of disks

5.1.4C Competence

The trainee should have the ability to:

a) Identity an Operating System (OS)
b) Describe an operating system
c) Compare an operating systems
d) Select an operating system
e) Utilize OS systems
f) Install OS
g) Maintain an operating

5.1.5 DATA SECURITY AND CONTROL

Theory

5.1.5T0 *Specific Objectives*
By the end of the sub module unit, the trainee should be able to:
a) define data security and privacy
b) identify security threats on ICT and possible control measures
c) identify types of computer crimes
d) explain how to detect and protect identified computer crimes
e) discuss laws governing protection of Information and Communication Technology

Content

5.1.5 T 1 Definition of data security and privacy
5.1.5 T 2 Security threats and control measures
5.1.5 T 3 Computer crimes
5.1.5 T 4 Detection and protection against computer crimes
5.1.5 T 5 Laws governing protection of ICT

Practice

5.1.11T0 *Specific Objectives*
By the end of this sub-module the trainee should be able to:
a) identify security threats on ICT and possible control measures
b) identify types of computer crimes
c) detect and protect identified computer crimes

Content
5.1.5P 1 Security threats and control measures
5.1.5P 2 Computer crimes
5.1.5P 3 Detection and protection against computer crimes

5.1.6 WORD PROCESSING

Theory

5.1.6T0 *Specific Objectives*
By the end of the sub module unit, the trainee should be able to:
a) explain concepts in word processing
b) describe the procedure of creating and manipulating documents
c) explain how to create and manipulate tables
d) explain mail merging techniques
e) describe word processing utilities

Content
5.1.6T1 Concepts in word processing
i) File
ii) Save
iii) Word wrap
iv) Delete
5.1.6T2 Document creation and manipulation
i) Create a document
ii) Save a document
iii) Format a document
iv) Retrieve a document
v) Delete a document
vi) Edit a document
vii) Print a document
5.1.6T3 Tables creation and manipulation
i) Tables
ii) Insert rows and columns
iii) Create cells
iv) Sizing
v) Entering texts and formatting
vi) Borders and shading
vii) Lines
viii) Drawing
ix) Editing
x) Entering
xi) Print
5.1.6T4 Mail merge
i) Create a main document
ii) Create a data resource document
iii) Merging process
iv) Merge the information to a file
v) Print individualized documents
5.1.6T5 Application of word processing utilities
i) Search and replace
ii) Grammar checker
iii) The sources
iv) Book marks
v) Sorting and selecting
vi) Line sort
vii) Paragraph sort
viii) Merge sort
ix) Table sort

x) Spell check

Practice

5.1.6P0 *Specific Objectives*
By the end of the sub module unit, the trainee should be able to:
i) start a word processing package
ii) create a document
iii) format and style documents
iv) create multi columned documents
v) create and edit tables
vi) apply word processing graphics
vii) print documents

Content
5.1.6P1 Starting a word processing package
i) Parts of a word processing window
ii) Exiting a word processing package
5.1.6P2 Document creation
i) Creating a new document
ii) Editing a document
iii) Saving, closing and opening a document
iv) Formatting a document
5.1.6P3 Formatting
i) Character formatting
ii) Bold
iii) Italics
iv) Underline
v) Fonts (size, style, colour)
vi) Paragraph formatting
vii) Alignment
viii) Indentation
ix) Spacing
x) Page breaks
xi) Bullet and numbering
xii) Change case

xiii) Page formatting
xiv) Page layout
xv) Page set up
xvi) Page numbering
xvii) Headers and footers
xviii) Foot notes and end notes
5.1.6P4 Creation of multicolumn document
i) Create columns
ii) Manipulate columns
iii) Column width
iv) Column spacing
v) Column lines
vi) Column breaks
vii) Balancing columns
xix) Converting columns
5.1.6P5 Creating and editing tables
i) Ways of creating a table
ii) Entering data
iii) Resizing
iv) Editing tables
v) Inserting rows and columns
vi) Merging and splitting cells
vii) Deleting rows, columns and table
viii) Enhancing tables
ix) Borders and shading
x) Performing calculations
5.1.6P6 Word processing graphics
i) Inserting pictures
ii) Drawing objects
iii) Creating and editing text boxes
5.1.6P7 Printing
i) Printer set up
ii) Selecting a printer
iii) Print settings
iv) Printer connection
v) Print options
vi) Printer status
vii) Print range

viii) Multiple pages
ix) Copies
x) Print preview
xi) Display
xii) One page
xiii) Full screen
xiv) Multiple pages
xv) Magnify
xvi) Ruler
xvii) Print
xviii) Close
xix) Printing a document

5.1.6C Competence

The trainee should have the ability to:
i) Create a word document
ii) Edit a word document
iii) Format a document
iv) Print a document
v) Create:
- Letter
- Memo
- Poster
- Advert
- Menu
vi) Merge documents
vii) Save / Open a document

5.1.7 SPREAD SHEETS

Theory

5.1.7T0 *Specific Objectives*
By the end of the sub module unit, the trainee should be able to:
i) explain the meaning of a spread sheet
ii) identify areas where spreadsheets are applied
iii) explain worksheets layout
iv) explain how to build and save a worksheet

v) manipulate data in a worksheet
vi) explain how to apply cell data types
vii) explain formulae and functions
viii) explain use of charts

Content
5.1.7T1 Meaning of a spreadsheet
5.1.7T2 Areas where spreadsheets are applied
5.1.7T3 Demonstration of worksheet layouts
i) Columns
ii) Rows
iii) Cells
5.1.7T4 Building and saving a worksheet
i) Build/enter simple worksheets
ii) Save a worksheet file
iii) Exit a worksheet file
iv) Insert numbers
v) Insert text
vi) Insert simple formulae
5.1.7T5 Data manipulation on worksheet
5.1.7T6 Data application to cell
5.1.7T7 Formulae and function
5.1.7T8 Use charts

Practice

5.1.7P0 *Specific Objectives*
By the end of the sub module unit, the trainee should be able to:
a) start a spreadsheet package
b) enter and edit data in a worksheet
c) edit a worksheet
d) format a worksheet
e) apply formulae and functions

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f) apply spreadsheet charts
g) print worksheet and charts

Content

5.1.7P1 Starting a spreadsheet package
   i) Loading and running a spreadsheet package
   ii) Parts of spreadsheet window
   iii) Exiting a spreadsheets package

5.1.7P2 Entering and editing data
   i) Entering numbers, text and formulae
   ii) Editing data
   iii) Selecting data in a worksheet
   iv) Cancelling selected areas
   v) Copying and moving data
   vi) Deleting data

5.1.7P3 Editing a worksheet
   i) inserting and deleting rows, columns and worksheets
   ii) Naming worksheets
   iii) Adjusting column width and row height
   iv) Freezing rows and columns

5.1.7P4 Formatting a worksheet
   i) formatting cells and worksheet data
   ii) copying and deleting formats
   iii) conditional formatting

5.1.7P5 Applying formulae and functions
   i) Types of formulae
   ii) Rules of entering formulae
   iii) Copying and moving of formulae
   iv) Cell references

v) Parts and layout of a function
vi) Entering a function

5.1.7P6 Working with charts
   i) creating charts
   ii) chart types
   iii) modifying/editing charts
   iv) formatting charts

5.1.7P7 Printing
   i) printing a worksheet
   ii) printing a selection

5.1.7C   **Competence**
The trainee should have the ability to:
   i) Create a spreadsheet
   ii) Edit a spreadsheet
   iii) Format a spreadsheet
   iv) Save/open a spreadsheet
   v) Use formula
   vi) Use statistical functions/Analysis
   vii) Use macros in spreadsheet
   viii)   Perform calculations
   ix) Print spreadsheet

5.1.8 **DATABASE**

Theory

5.1.8T0 *Specific Objectives*
By the end of the sub module unit, the trainee should be able to:
   a) explain the meaning of database
   b) describe the database design
   c) explain how to carry out data manipulation
   d) explain how to use various software for data sorting and indexing
   e) explain how to store data appropriately

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f) explain how to retrieve data
g) discuss how to uphold data security

Content
5.1.8T1 Meaning of database
    i) Data
    ii) Database
    iii) Databank
5.1.8T2 Data base design
    i) Field name
    ii) Field type
    iii) Field width
    iv) Field table
5.1.8T3 Data manipulation
    - editing
5.1.8T4 Data sorting
    i) Ascending order
    ii) Descending order
    iii) Selective sorting
5.1.8T5 Data storage
5.1.8T6 Data retrieval
    i) Meaning
    ii) Processes
5.1.8T7 Data security
    i) Threats/hazards
    ii) Data security controls
    iii) Ergonomics

Practice

5.1.8P0 *Specific Objectives*
By the end of the sub module unit, the trainee should be able to:
a) apply database concepts
b) design database structure
c) apply queries
d) use forms in entering data
e) apply reporting and labelling
f) print tables, forms, queries and reports

Content
5.1.8P1 Application of database concepts
    i) Field name
    ii) Records
    iii) Files
    iv) Database
5.1.8P2 Designing a database structure (table)
    i) Field name
    ii) Field type
    iii) Field width
    iv) Data entry
    v) Saving the table in the database
    vi) Editing the table
    vii) Appending records
    viii) Insertion
    ix) Deletion
    x) Altering the table
    xi) Sorting and indexing
5.1.8P3 Application of querying
    i) Single field condition
    ii) Multiple field condition
    iii) Logical operators
    iv) AND
    v) OR
    vi) NOT
5.1.8P4 Application of forms
    i) Form design layout
    ii) Using forms to enter data
5.1.8P5 Application of reporting and labelling
    i) Form design layouts
    ii) Tabular
    iii) Columnar
    iv) Modifying a report
5.1.8P6 Printing
    i) printing tables
    ii) printing queries
    iii) printing forms
    iv) printing reports

5.1.8C Competence

The trainee should have the ability to:
i) Create a database
ii) Enter data into a database
iii) Manipulate in a database
iv) Create tables, forms, queries and reports

5.1.9 NETWORKING AND INTERNET

Theory

5.1.9T0 *Specific Objectives*
By the end of the sub module unit, the trainee should be able to:
a) explain the meaning of computer networks
b) explain functions of networks
c) describe types of networks
d) explain how to carry out network configuration
e) describe internet and internet uses
f) explain the e-mail concept

Content
5.1.9T1 Meaning of computer networks
5.1.9T2 Functions of networks
5.1.9T3 Types of networks
   i) Local Area Network (L.A.N.)
   ii) Metropolitan Area Network (M.A.N.)
   iii) Wide Area Network (W.A.N.)
   iv) others
5.1.9T4 Configuration of networks
   i) tools
   ii) process
5.1.9T5 Internet and internet uses

i) Internet browsing
ii) Searching techniques
5.1.9T6 Electronic mail (e-mail)
   i) Email address
   ii) Creating email messages
   iii) Sending and reading messages
   iv) Using the address book
   v) Organizing email messages

Practice

5.1.9P0 *Specific Objectives*
By the end of the sub module unit, the trainee should be able to:
a) connect to the internet
b) browse the internet
c) apply electronic mail concepts
d) carryout network configurations

Content
5.1.9P1 Connecting to the internet
   i) Leased line
   ii) Dial up
   iii) Wireless
5.1.9P Browsing the internet
   i) Internet browsers
   ii) Website addresses
   iii) Search engines
   iv) Search techniques
5.1.9P3 Application of electronic mail
   i) E-mail address
   ii) Creating e-mail messages
   iii) Sending and reading messages
   iv) Attaching files to e-mail messages
   v) Using the address book
   vi) Organizing e-mail messages
5.1.9P4 Configurations of network

The trainee should have the
ability to:
i)   Identify network
     resources
ii) Share resources over the
     network
iii) Identify network types
iv) Differentiate between
     internet and www
v)   Identify internet
     addresses
vi) Use browsers
vii) Use search energies
viii)   Surf the net
ix) Create e-mail accounts
     and their facilities
x)   Print documents

5.1.10 DESK TOP PUBLISHING

Theory

5.1.10T0   *Specific Objectives*
By the end of the sub module
unit, the trainee should be
able to:
a) explain how to identify
    the different icons and
    tools used in DTP
b) explain page layout
c) explain how to open,
    save and close files
d) explain how to draw
    various shapes using
    DTP
e) explain application of
    colour pellets
f) explain how to insert text
    from within
g) explain how to import
    and export text
h) explain object linking
    and embedding

i)   explain how knowledge
     is applied in design and
     output
     scenario

Content
5.1.10T1   Identification of various
           icons used in DTP
   i)   Concepts of desktop
        publishing
   ii) Loading a DTP
        application
5.1.10T2   Explanation of page
           layout (margins, paper
           sizes, page
   i)   Formatting)
   ii) Margins
   iii) Paper size
   iv) Page formatting
5.1.10T3   Starting a new page in
           DTP, saving the setup,
           retrieving it and
   i)   Closing files
   ii) Start a new page
   iii) Save a page
5.1.10T4   Drawing various shapes
           using DTP
   i)   Moving shapes
   ii) Resizing shapes
   iii) Cropping
5.1.10T5 Application of the use of
         colour pellets to enhance a
         document
   i)   Demonstration of colour
        pellete
   ii) Style pellet
   iii) Control pellete
5.1.10T6   How text is inserted from
           within
   i)   Procedures for insertion
   ii) Locating the source
   iii) Identifying the
        destination
5.1.10T7 Importing and
         exporting text from other
         sources

i) Identifying source and destination

5.1.10T8 Explanation of object linking and embedding.
   i) Object linking
   ii) Embedding procedures

5.1.10T9 Knowledge application learned in design and output scenario
   i) Designing functional items like:
   ii) Business cards
   iii) Posters and flyers
   iv) Wedding cards
   v) Calendars

Practice

5.1.10P0 *Specific Objectives*
By the end of the sub module unit, the trainee should be able to:
  a) identify the different icons and tools used in DTP
  b) determine page layout
  c) open, save and close files
  d) draw various shapes using DTP
  e) apply the use of colour pellets
  f) insert text from within
  g) import and export text
  h) link and embed object
  i) apply knowledge in design and output scenario

Content

5.1.10P1 Identification of various icons used in DTP
   i) Concepts of desktop publishing
   ii) Loading a DTP application

5.1.10P2 Determination of page layout (margins, paper sizes, page formatting)
   i) Margins
   ii) Paper size
   iii) Page formatting

5.1.10P3 Starting a new page in DTP, saving the setup, retrieving it and
   i) Closing files
   ii) Start a new page
   iii) Save a page

5.1.10P4 Drawing various shapes using DTP
   i) Moving shapes
   ii) Resizing shapes
   iii) Cropping

5.1.10P5 Application of the use of colour pellets to enhance a document
   i) Demonstration of colour pellet
   ii) Style pellet
   iii) Control pellet

5.1.10P6 Inserting text from within
   i) Procedures for insertion
   ii) Locating the source
   iii) Identifying the destination

5.1.10P7 Importing and exporting text from other sources
   i) Identifying source and destination

5.1.10P8 Object linking and embedding.
   i) Object linking
   ii) Embedding procedures

5.1.10P9 Application of the knowledge learned in design and output Scenario
   i) Designing functional items like:
   ii) Business cards
   iii) Posters and flyers

iv) Wedding cards

v) Calendars

5.1.10C   Competence

The trainee should have the ability to: use
- Desk Top Publishing tools to produce a document

5.1.11   PRESENTATION PACKAGES

Theory

5.1.11T0   *Specific Objectives*

By the end of the sub module unit, the trainee should be able to:

a)   discuss various types of presentation packages

b)   explain how to create slides

c)   explain how to format slides

d)   explain how to run slides

e)   describe how to edit objects

f)   describe how to print slides and handouts

Content

5.1.11T1   Types of presentation packages

5.1.11T2   Creating slides

5.1.11T3   Formatting slides

5.1.11T4   Running slides

5.1.11T5   Editing objects

5.1.11T6   Printing slides and handouts

Practice

5.1.11P0   *Specific Objectives*

By the end of the module unit the trainee should be able to:

a)   open presentation packages

b)   create slides

c)   format slides

d)   run slides

e)   edit objects

f)   printing slides and handouts

Content

5.1.11P1   Opening a presentation package

5.1.11P2   Creating slides

5.1.11P3   Formatting slides

5.1.11P4   Running slides

5.1.11P5   Editing objects

5.1.11P6   Printing slides and handouts

5.1.11C   Competence

The trainee should have the ability to:

i)   Create slides

ii)   Format slides

iii)   Edit slides

iv)   Run the presentation

v)   Print the slide and handout

5.1.12   EMERGING TRENDS AND ISSUES IN INFORMATION COMMUNICATION TECHNOLOGY

Theory

5.1.12T0   *Specific Objectives*

By the end of the sub module unit, the trainee should be able to:

a) explain how to identify emerging trends and issues in Information and Communication Technology
b) explain the challenges posed by emerging trends and issues in Information and Communication Technology
c) explain ways of coping with challenges posed by emerging trends and issues in Information and Communication Technology

Content

5.1.12T1 Emerging trends and issues in Information and Communication Technology

5.1.12T2 Challenges posed by emerging trends and issues in information and communication technology

5.1.12T3 Ways of coping with challenges posed by emerging trends and issues in information and communication technology

Practice

5.1.12P0 *Specific Objective*
By the end of the sub module unit the trainee should be able to discuss the emerging trends and issues in information and communication technology

Content
5.1.12PT1 Group discussion on the emerging trends and issues in Information and Communication Technology

Suggested teaching/Learning Activities
- Discussion
- Illustration
- Demonstration
- Note taking
- Practical exercise
- Visits to industries
- Project work

5.1.12C Competence
The trainee should have the ability to: cope with emerging issues and technologies related to ICT

Suggested teaching/Learning Resources

- Electrical power supply
- Computers and their peripherals
- Assorted software

Suggested Evaluation Methods
- Oral tests
- Timed written tests
- Assignments
- Timed practical tests