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## **INFORMATION AND COMMUNICATION TECHNOLOGY (CORE)**

### **1. AIMS:**

The aims of the syllabus are to test:

- (1) candidates' knowledge and understanding of the basic concepts of Information and Communication Technology.
- (2) the capabilities of candidates in the application of ICT knowledge in education and business.
- (3) candidates' preparedness for higher studies.

### **2. SCHEME OF EXAMINATION:**

There will be two papers, Papers 1 and 2 both of which will be a composite paper to be taken at one sitting.

**PAPER 1:** Will consist of forty multiple-choice objective questions all of which must be answered within 45 minutes for 20 marks.

**PAPER 2:** Will consist of four compulsory test of practical knowledge questions, and six essay-type questions. Candidates will be required to answer the compulsory test of practical questions and any two of the other questions within 2 hours for 80 marks.

### **3. DETAILED SYLLABUS:**

| <b>TOPIC</b>  | <b>NOTES</b>   |
|---|--|
| <b>1 INTRODUCTION TO BASIC ICT CONCEPTS AND COMPUTERS</b> | 1.1 Meaning of ICT and its related terminologies.  |
|   | 1.2 Uses of ICT tools e.g. mobile phones, computers, Internet, television set, radio, etc. |
|   | 1.3 Impact of ICT on Education, Social and Economic Development.                           |

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|   |       |  |
|---|-------|--|
|   | 1.4   | Information processing cycle; distinction between data and information.      |
|   | 1.5   | Types and uses of computers.   |
| <b>2 COMPUTER HARDWARE</b>              | 2.1   | Categories of computer hardware: system unit, peripherals and storage media. |
| <b>3 COMPUTER SOFTWARE</b>              | 3.1   | Types of software: System and application software.                          |
| software.                               | 3.2   | Open source and proprietary  |
| <b>4 THREATS TO COMPUTERS AND USERS</b> | 4.1   | Meaning of computer threats.   |
| floods, etc.                            | 4.2   | Categories of computer threats.  |
| intentional damage, etc.                | 4.2.1 | Natural threats e.g. earth-quakes, heat,                                     |
| and effects.                            | 4.2.2 | Human threats e.g. viruses, worms,   |
|   | 4.3   | Health hazards to computer users: causes                                     |
|   | 4.4   | Remedies to threats and hazards.   |
| <b>5 WORD PROCESSING</b>                | 5.1   | Word Processing packages, their uses and importance.                         |
|   | 5.2   | Related concepts and terminologies   |
|   | 5.3   | Creating and saving documents.   |
|   | 5.4   | Editing, formatting and insertion of objects e.g. tables, graphics, etc.     |
|   | 5.5   | Printing of documents.   |
|   | 5.6   | Speed and Accuracy in typing at 30-35 words per minute.                      |
| <b>6 SPREADSHEET</b>                    | 6.1   | Spreadsheet packages, their uses and importance.                             |
|   | 6.2   | Related concepts and terminologies   |
|   | 6.3   | Types of data and their uses.  |
|   | 6.4   | Creating and saving workbook.  |
|   | 6.5   | Constructing and inserting formulae and functions.                           |
|   | 6.6   | Editing and formatting worksheets.   |
|   | 6.7   | Printing worksheets.   |
| <b>7 PRESENTATION</b>                   | 7.1   | Presentation Packages, uses and importance.                                  |

|                       |            |   |
|-----------------------|------------|---|
| objects.              | 7.2        | Creating and saving presentations.                        |
|                       | 7.3        | Editing, formatting and insertion of                      |
|                       | 7.4        | Slide shows.  |
|                       | 7.5        | Master slides.  |
|                       | 7.6        | Factors to consider before delivering a presentation.     |
|                       | 7.7        | Printing Presentation documents.                          |
| <b>8 THE INTERNET</b> | <b>8.1</b> | Meaning, concepts, terminologies and requirements.        |
| Internet              | 8.2        | Features and uses of browser windows.                     |
|                       | 8.3        | Rules and regulations in the use of the (Netiquette).     |
|                       | 8.4        | Sending and accessing e-mail.                             |
| e.g.                  | 8.5        | Internet related tools for communication,                 |
| search                |            | chatting, downloading, uploading, engines, facebook, etc. |

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