INFORMATION AND COMMUNICATION TECHNOLOGY (CORE)

1.   AIMS:

The aims of the syllabus are to test:

(1)   candidates' knoweldge 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.

TOPIC	NOTES

1 INTRODUCTION TO BASIC ICT CONCEPTS AND phones, **COMPUTERS**	1.1 Meaning of ICT and its related terminologies. 1.2 Uses of ICT tools e.g.mobile computers, Internet, television set, radio, etc.
1.3 Impact of ICT on Education, Social and Economic Development. 1.4 Information processing cycle; distinction between data and	

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:**

information.

1.5   Types and uses of computers.

2   COMPUTER   2.1   Categories of computer hardware: HARDWARE   system unit, peripherals and **storage**   media.

3   COMPUTER   3.1   Types of software: SOFTWARE   System and application software.

3.2   Open source and proprietary software.

4   THREATS TO   4.1   Meaning of computer threats. COMPUTERS   4.2   Categories of computer threats. AND USERS   4.2.1   Natural threats e.g. earth-quakes, heat, floods, etc.

4.2.2 Human threats e.g.viruses, worms, intentional   damage, etc.

4.3   Health hazards to computer users: causes and   effects.

4.4   Remedies to threats and hazards.

5   WORD PROCESSING   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.

6   SPREADSHEET   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.

7	**PRESENTATION**	7.1	Presentation Packages, uses and importance.

	7.2	Creating and saving presentations.
	7.3	Editing, formatting and insertion of objects.
	7.4	Slide shows.
	7.5	Master slides.
	7.6	Factors to consider before delivering a presentation.
	7.7	Printing Presentation documents.

8   THE INTERNET   8.1   Meaning, concepts, terminologies and requirements.

8.2   Features and uses of browser
        windows.

8.3   Rules and regulations in the use of the
Internet
                                        (Netiquette).

8.4   Sending and accessing e-mail.

8.5   Internet related tools for communication, e.g.
                                        chatting, downloading, uploading, search
engines, facebook, etc.