

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:

The examination will consist of two papers, 1 and 2.

Paper 1: This paper will consist of four compulsory test practical knowledge questions to be answered in one hour for 40 marks.

Paper 2: This will be a two-hour, forty-five minute paper made up of two Sections, A and B.

Section A: This will consist of 40 compulsory multiple-choice objective questions to be answered within forty-five minutes for 20 marks.

Section B: This will comprise six essay questions out of which candidates will be required to answer only four within two hours for 40 marks.

3. DETAILED SYLLABUS:

TOPIC	NOTES
1 INTRODUCTION TO BASIC ICT CONCEPTS AND COMPUTERS	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.
	1.4 Information processing cycle; distinction between data and information.
	1.5 Types and uses of computers.
2 COMPUTER HARDWARE	2.1 Categories of computer hardware: system unit, peripherals and storage media.
3 COMPUTER SOFTWARE	3.1 Types of software: System and application software.
	3.2 Open source and proprietary software.

4 THREATS TO COMPUTERS AND USERS	4.1	Meaning of computer threats.
	4.2	Categories of computer threats.
	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.

