

## 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  |
|---|-----|--|
| <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.                           |
|   | 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.                                    |
|   | 3.2 | Open source and proprietary software.  |

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|---|-------|---|
| <b>4 THREATS TO COMPUTERS AND USERS</b> | 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.  |
| <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.   |
|   | 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.  |
| <b>8 THE INTERNET</b>                   | 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. |

