

5.1.0 INFORMATION AND COMMUNICATION TECHNOLOGY

5.1.1 Introduction

This module unit is intended to equip the trainee with the knowledge, skills and attitudes that will enable him/her to work in a fully automated office environment.

5.1.2 General Objectives

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

- a) understand the need for the development of computers, information and communication technology
- b) appreciate the role and the functions of computer hardware and software
- c) apply various security measures to protect data, hardware and software in a fully automated office environment
- d) appreciate the role played by internet and email in research and communication
- e) use internet and email in a fully automated office environment.

5.1.3 Module Unit Summary and Time Allocation

Code	Sub Module Units	Content	Time Hrs		
			Theory	Pract	Total
5.1.1	Introduction to ICT	<ul style="list-style-type: none">• Concept of ICT• Functions of ICT• History of computers• Classification of computers• Components of a computer	2	5	7
5.1.2	Computer Hardware	<ul style="list-style-type: none">• Input devices• Output devices• Central Processing Unit (CPU)• Peripherals• Storage Media	2	4	6
5.1.3	Computer	<ul style="list-style-type: none">• Software concept	2	4	6

	Software	<ul style="list-style-type: none"> • Types of software • Functions of computer software 			
5.1.4	Operating System	<ul style="list-style-type: none"> • Operating systems • Function of operating systems • Operating system commands • Managing disks 	2	4	6
5.1.5	Data Security and Control	<ul style="list-style-type: none"> • Definition of data security and privacy • Security threats and control measures • Computer crimes • Detection and protection against computer crimes • Laws governing protection of ICT 	2	6	8
5.1.6	Word Processing	<ul style="list-style-type: none"> • Concepts of word processing • Functions of word processing • Document creation and manipulation • Tables creation and manipulation • Mail merging • Apply word processing utilities 	6	8	14
5.1.7	Spread Sheets	<ul style="list-style-type: none"> • 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 	6	6	12

5.1.8	Database	<ul style="list-style-type: none"> • Meaning of database • Database design • Data manipulation • Data sorting and indexing • Data storage • Data retrieval • Data security 	6	6	12
5.1.9	Networking and Internet	<ul style="list-style-type: none"> • Meaning of networks • Functions of networks • Networks configuration • Meaning and uses of internet • Electronic Mail (e-mail) 	2	6	8
5.1.10	Desktop Publishing	<ul style="list-style-type: none"> • Functions of • Tools used • Manipulations • Enhancements of typeset work • Printing of documents 	4	6	10
5.1.11	Presentation Packages	<ul style="list-style-type: none"> • Types of presentation packages • Creating slides • Formatting slides • Running slides • Editing objects • Printing slides and handouts 	2	4	6
5.1.12	Emerging Trends and Issues in ICT	<ul style="list-style-type: none"> • Emerging trends and issues in Information Communication Technology • Challenges posed by the emerging trends and issues in Information and Communication Technology • Coping with challenges posed by emerging trends and issues in 	2	2	4

		Information and Communication Technology			
Total time			38	61	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:

- describe the concept of ICT
- describe the functions of ICT
- discuss the history of computers
- classify computers
- identify components of a computer

Competence

The trainee should have the ability to:

- Identify the various types of computers
- Identify parts of a computer
- Connect computer peripherals
- Maintain the computer system

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

- super computers
- main frames
- mini computers
- micro computers
- desktops
- laptops
- palm top

5.1.1T5 Components of computers

- computer hardware
- computer software

Practice

5.1.1P1 *Specific Objectives*

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

- discuss types of computers
- identify components of a computer

Content

- 5.1.1P1 Group discussion on types of computers
 5.1.1P2 Identification of computer components and parts

5.1.2 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

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

	<i>Content</i>
5.1.2T1	Computer hardware components
5.1.2T2	Input devices <ul style="list-style-type: none">i) keyboardii) mouseiii) scanneriv) bar code readerv) magnetic card inputvi) voice input devices
5.1.2T3	Output devices <ul style="list-style-type: none">i) monitor (visual display unit)ii) printeriii) 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
- ii) Select computer software
- iii) Utilize computer system
- iv) Maintain software
- v) Install software
- vi) Launch software
- vii) Upgrade 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

5.1.3 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

5.1.3C Competence

The trainee should have the ability to:

- i) Identify type of computer software

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

5.1.4 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

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

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:

- 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

5.1.5 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

- 5.1.5T1 Definition of data security and privacy
- 5.1.5T2 Security threats and control measures
- 5.1.5T3 Computer crimes
- 5.1.5T4 Detection and protection against computer crimes
- 5.1.5T5 Laws governing protection of ICT

Practice

- 5.1.5T0 *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 describe word processing utilities

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

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

- 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

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

5.1.6P5 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

5.1.6P3 Formatting

- i) Character formatting
- ii) Bold

- 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

5.1.7 SPREAD SHEETS

Theory

5.1.7T0 Specific Objectives

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

- a) explain the meaning of a spread sheet
- b) identify areas where spreadsheets are applied
- c) explain worksheets layout
- d) explain how to build and save a worksheet
- e) manipulate data in a worksheet
- f) explain how to apply cell data types
- g) explain formulae and functions
- h) 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
- f) apply spreadsheet charts
- g) print worksheet and charts

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

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

5.1.8 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
- f) explain how to retrieve data
- g) discuss how to uphold data security

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

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

5.1.9 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

5.1.9C Competence

- 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 engines
- viii) Surf the net
- ix) Create e-mail accounts and their facilities
- x) Print documents

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
- 5.1.9P2 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

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

5.1.10C Competence

The trainee should have the ability to: use

- Desk Top Publishing tools to produce a document

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 and 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

5.1.11 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

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

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

5.1.12 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

5.1.12C Competence

The trainee should have the ability to cope with emerging issues and technologies related to ICT

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

- 5.1.12P/T1 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

Suggested teaching/Learning Resources

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

Suggested Evaluation Methods

- Oral tests
- Timed written tests
- Assignments