

COURSE: Introduction to Information Communications Technology (ICT)

- Define basic concepts and processes associated with computer technology such as:
 - a. Information Technology
 - b. Information and Communication Technology
 - c. Information processing cycle
 - d. Computer Literacy/Media Literacy
 - e. Information Literacy
 - f. Data and Information
 - g. Hardware and Software
- Explain the functions of the computer
 - a. Input
 - b. Output
 - c. Processing
 - d. Storage
- Benefits of using Computers in Education
 - a. Speed
 - b. Reliability
 - c. Accuracy
 - d. Storage
 - e. Communication
 - f. Teaching and Learning
- Hardware Components
 - a. Input Devices
 - Definition of input devices
 - Keyboard, mouse, microphone, optical scanners, digital cameras, audio and video input, PDAs, smart phones, media players input

- b. Output devices
 - Definition of output devices
 - Monitors, printers, LCD projectors, plotters, speakers, fax machines, headphones, and earphones
- c. System Unit
 - Mother board, CPU – CU and ALU, Memory, expansion slots and expansion cards, ports and connectors, system clock
- d. Storage Devices
 - Definition for storage
 - Storage medium and storage device
 - Primary and secondary storage – RAM, ROM, magnetic disks, hard discs, optical discs, CDs and DVDs
- e. Communication Devices
 - Definition for communication devices
 - Transmission media– cables, telephone line, modem
- Computer Software
 - a. Definition of software/program
 - b. Types of software: system software and application software
 - c. System software operating system and utility programs
 - i. Operating System
 - ii. Types of OS environment multi-user, single-user, multi-user, network OS
 - iii. Popular OS – MAC, Windows XP, VISTA, Windows 07
 - iv. Utility Programs – disk clean-up, antivirus and system restore.
 - d. Categories of Application Software -
 - i. Productivity: word-processing software, spreadsheet software, database software, and presentation graphics.
 - ii. Graphic design/Multimedia: desktop publishing software, paint/image editing software, multi-media authoring, web page authoring
 - iii. Communication: E-mail, web browser, chat rooms, newsgroup, instant messaging packaged software, custom software, shareware, freeware, and public domain software.