

# **INFORMATION COMMUNICATION TECHNOLOGY**

**ATD LEVEL I**

**DCM LEVEL I**

**STUDY TEXT**

## **GENERAL OBJECTIVE**

This paper is intended to equip the candidate with knowledge, skills and attitudes that will enable him/her to apply fundamental information communication technology (ICT) skills in business

## **LEARNING OUTCOMES**

A candidate who passes this paper should be able to:

- Demonstrate knowledge of computer systems
- Select appropriate computer hardware and software
- Use various computer application packages
- Select various types of information systems
- Use computer networks and the Internet

## **CONTENT**

### **1. Introduction to ICT**

- ICT overview
- Types of ICTs
- Information centres
- Uses of ICT in business
- Impact of ICT in society

### **2. Computer systems**

- Overview of a computer system
- Evolution of computers
- Elements of a computer system

### **3. Computer hardware**

- Overview
- Input devices
- Output devices
- Processing devices
- Storage devices
- Communication devices
- Factors that determine the processing power of a computer
- Selection and acquisition of computer hardware

### **4. Computer software**

- Overview of computer software
- System software
- Application software
- Other utility software
- Computer programming languages
- Selection and acquisition of computer software

### **5. Introduction to operating systems**

- Overview of an operating system

- Functions of an operating system
- Types of operating systems
- Computer booting
- Selection and acquisition of operating systems

## **6. Computer files**

- Elements of a computer file
- Types of computer files
- Basic file design and storage
- File organisation
- File access methods

## **7. An overview of application packages**

### Word processing

- Features of word processor
- Formatting and editing text
- Creating and formatting tables

### Spreadsheets

- Features of a spreadsheet program
- Formatting and editing spreadsheet
- Formulas and functions
- Charts and graphs

### Presentation software

- Features of presentation program
- Typing and formatting text in slide
- Slide show
- Computerised accounting software
- Capturing data
- Features of accounting software

## **8. Overview of information systems**

- Systems overview
- Information systems
- Components of an information system
- Role of information systems in an organisation
- Classification of information systems
- Types of information systems
- Overview of information systems security and controls

## **9. Computer networks**

- Computer networks concepts
- Computer network hardware and software
- Data transmission media
- Types of computer networks
- Advantages and limitations of networking

## 10. The Internet

- Applications of Internet
  - Using search engines
  - E-mails
  - Electronic communication
- Introduction to the Internet
- Internet services - e -mails, WWW, instant messaging
- Searching for information on the Internet
- Internet service providers (ISPs)
- Applications of internet
- Impact of internet on society

## 11. Emerging issues and trends

CONTENT	PAGE
<b>Topic 1:</b> Introduction to ICT.....	5
<b>Topic 2:</b> Computer systems.....	20
<b>Topic 3:</b> Computer hardware.....	41
<b>Topic 4:</b> Computer software.....	70
<b>Topic 5:</b> Introduction to operating systems.....	80
<b>Topic 6:</b> Computer files.....	106
<b>Topic 7:</b> An overview of application.....	119
<b>Topic 8:</b> Overview of information systems.....	150
<b>Topic 9:</b> Computer networks.....	168
<b>Topic 10:</b> The Internet.....	190
<b>Topic 11:</b> Emerging issues and trends.....	219

**Revised on: June 2016**