



2015

Buddhist and Pali University of Sri Lanka

Faculty Of Buddhist Studies

Computer Teaching Unit



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[Syllabus for Certificate In Information Communication Technology (CICT)]

Syllabus for Certificate In Information Communication Technology (CICT)

OUTLINE OF SYLLABUS

1. Fundamentals of ICT
2. Working with a Computer
3. Word Processing
4. Spreadsheet Management
5. Database Handling
6. Electronic Presentation
7. Internet and Communication
8. Managing a Computer

1. Fundamentals of Information and Communication Technology (ICT)

Instructional Objectives:

- o Describe what ICT is
- o List the factors affecting the performance of a computer
- o Describe input, output and storage devices
- o Compare and contrast System Software and Application Software
- o Explain what a computer system is as well as its parts
- o Describe a computer network
- o Describe the terms Internet, Intranet and Extranet
- o Describe the usage of ICT in different sectors
- o Explain health problems due to usage of computers
- o Explain how to protect your information system
- o Explain privacy issues and security policies

2. Working with the computer

Instructional Objectives:

- o Describe how to work with the desktop in Windows and Linux
- o Describe the terms: keyboard, mouse and volume
- o Describe desktop components
- o List the basic task of an operating system
- o Explain how to set the regional settings
- o Introduce different storing methods
- o Explain basic functions of managing data
- o Introduce file and folder handling techniques

3. Word processing

Instructional Objectives:

- o List different word processing applications
- o List the main features of commonly used word processing applications
- o Format document for accepted professional standards
- o Apply Mail-Merge Wizard to create personalized documents
- o Apply security settings

4. Spreadsheet Management

Instructional Objectives:

- o List different spreadsheet management applications
- o List the main features of commonly used spreadsheet management application packages
- o Use different functions in spreadsheet applications
- o Analyze and interpret data using MS Excel

5. Database management

Instructional Objectives:

- o Introduce Database Management
- o List different database management applications
- o Design and create databases
- o Differentiate objects in database management applications
- o Create tables, queries, forms and reports
- o Modify and use database objects

6. Electronic Presentation

Instructional objectives:

- o Describe what a presentation is
- o List different presentation application packages
- o List main features of commonly used presentation application packages
- o Design presentations using AutoContent Wizard
- o Design presentations from scratch
- o Practice the different settings in presentations

7. Internet and Communication

Instructional Objectives:

- o Define what Internet is
- o List facilities/benefits of Internet
- o Describe the ways to connect to Internet
- o Use a web browser to surf the Internet
- o Use search engines to find information on the Internet
- o Create/use an e-mail account
- o Describe the security and risks involved in Internet
- o Describe the concept of e-Commerce
- o Discuss the future of Internet

8. Using Multimedia

Instructional Objectives:

- o Photo editing (Corel Pain shop)
- o Video Editing (Corel Video Studio)

9. Managing a Computer

Instructional Objectives:

- o List the different ports and their functions
- o List the steps of installing/uninstalling an application
- o Describe how to manage a printer
- o Identify/employ preventive maintenance procedures

10. Introduction to Open Source Software

PLATFORM

- _ Windows XP ,7 Professional and Linux (Fedora, Red Hat Linux, edubuntu)
- _ Microsoft Office 2003,2007,2010 Professional Edition
- _ Corel Pain shop , Corel Video Studio
- _ Internet Explorer 6.0 or above and Mozilla Firefox 2.0 or above

Course hours :120 (One Year)

To whom : 3rd and 4th Year Internal Students

Practical Hours :at least 60

Evaluation method: Practical Test (3 hours)
Theory (1 hour)

**Certificate will be issued on at least reach 70% of total marks