



### **G. O. E. L Computer Educational Initiative Curriculum**

#### **ACKNOWLEDGEMENTS**

The world is a better place thanks to people who want to develop and lead others. What makes it even better are people who share the gift of their time to mold future leaders. On that note we would like to thank our founder Orein Jafter for managing us and sharing his energy and drive towards computer education and techno-Preneurship amongst all of us and keeping us working even when we had other responsibilities to fulfil.

Thanks to everyone on the G.O.E.L team for all your help with the development, drafts, reviews comments, additions and subtractions to this curriculum. Special thanks to Godsend Siwela for all the information on the target population, the versatile Lee Kang Ho for the ideas on a technological approach to education and the lovely Miss Evelyn Ruvanda for all the know-how on media and social systems.

And lastly, we are grateful to ZIMSEC and HEXCO to which we extracted elements of their syllabus that make our curriculum diverse yet complementary to the standard educational systems used by the general populace.

**[Adopted from Zimsec O & A'Level Hexco Curriculum]**



This curriculum comprises of a teacher’s guide for introductory courses for students undertaking a private education at the G.O.E.L Educational initiative. It covers introductory lessons on the basic components of the computer, intro to basic functions, comprehensive lessons on the applications and use of the computer across sectors, and an intensive introduction to Word processing, Spreadsheet, Database, and Presentation. And conclusively algorithm designs and programming concepts.

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## **1.0 PREAMBLE**

### **1.1 Introduction**

The curriculum is designed to deliver a freestyle approach to computer education meant to apply in everyday scenarios. It provides learners with a basis to advanced computer use in programming, design, coding, and computer operations and packages. The curriculum aims to equip learners with the knowledge and skill, on a broad range of computer applications in day to day life. It also thrives to arm learners with a basic understanding of how information processing systems are designed to fit practical applications and how they work. The curriculum concentrates on the principles of information and communication technology, and their applications so as to foster creativity, innovation and Technopreneurship within learners.

### **1.2 Rationale**

1.2.1 for access to basic computer education

1.2.2 for the cultivation of computer skills, problem solving skills and computer literacy

1.2.3 for the basic information on effective internet use

1.2.3 for the promotion of creativity through the use of technology

### **1.3 Assumptions**

1.4.1 That the subject at hand is learn-able

1.4.2 That the subject is worthy of study

1.4.3 That the subject comprises of the most important information a person should know

1.4.4 That as a result of its study and mastery, human lives will improve as a result of knowing it

1.4.5 That as a result of its study and mastery, culture and society will experience improvement, evolution and growth

### **1.4 Cross-cutting themes**



1.5.1 With drug and substance abuse on the rise among the youth, the curriculum seeks to entice the youth  
From the streets using its dynamic and applicable educational system.

1.5.2 With the drop in employment opportunities, the curriculum also seeks to develop the entrepreneurial  
mind using technological methods.

## **2.0 CURRICULUM OBJECTIVES**

### **2.1 Knowledge**

**Learners should be able to**

- 2.1.1 Describe a range of day to day applications of information processing
- 2.1.2 Apply information processing technology in effecting conventional data processing for individuals and organizations
- 2.1.3 Explain the functions of hardware and software components of information and communication systems and their interrelationship

### **2.2 Skills**

**Learners should be able to**

- 2.2.1 Use computers sensibly to generate, implement and document everyday problems and solutions
- 2.2.2 demonstrate knowledge and understanding of the techniques used to solve information and communication technology problems
- 2.2.3 Analyses information and communication technology applications in terms of data flow and system requirements

## **3.0 AIMS**



**The syllabus aims to enable learners to:**

- 3.1 cultivate problem solving skills through practical applications in information and communication technology
- 3.2 elevate computer literacy through an understanding of information processing applications and methods
- 3.3 gain a broad understanding of the study, as the groundwork to advanced computer science
- 3.4 develop an understanding in the daily use of computers so as to solve real life socio economic problems
- 3.5 acquire entrepreneurial skills coupled with technological skills to bring about unique work systems and solutions

#### **4.0 METHODOLOGY**

##### **Methodology**

To achieve the above stated aims and objectives the following should be implemented

- Expert presentations
- Demonstrations
- Question and Answer sessions
- Research
- Group and Individual Work
- Group Discussions

#### **5.0 TIME ALLOCATION**



### **Time Allocation**

The subject should be allocated at least three session per week encompassing 7 hours, with at least 4 hours being devoted to theoretical work and the 3 to practical work with computer applications.



## 6.0 TOPICS

The syllabus consists of the following topics:

### Topic Contents: **PRESENTATION OF SYLLABUS**

<u>Section</u>	<u>Section</u>
<ul style="list-style-type: none"> <li>• Introduction to BUILD in a box</li> <li>• 48 HOUR Bootcamp</li> </ul> <a href="http://www.africanleadershipacademy.org/programs/biab/">http://www.africanleadershipacademy.org/programs/biab/</a>	I
Introduction to Technopreneurship	II
Introduction to Computer Hardware and Software	III
Introduction to Applications of Computers and their social and economic Impacts	IV
Introduction to Computer operations and packages	V
Introduction to algorithm design and programming concepts	VI
Project based Technopreneurship	VII



## Section I: Introduction to Build in a Box

Skills/Topic	Objectives Learners should be able to:	Content [Knowledge Skills, Attitudes]	Suggested learning Activities & Notes	Suggested Learning Resources
5.11	<ul style="list-style-type: none"> <li>Introduction to BUILD in a box</li> </ul>	<ul style="list-style-type: none"> <li>Participant will be able to understand the BUILD model</li> <li>Participants will be able to utilize the BUILD model as a design thinking tool to create, explore solutions to address community challenges and learn how to communicate these ideas effectively</li> </ul>	<ul style="list-style-type: none"> <li>Discuss Design thinking methodologies towards introducing the BUILD model.</li> <li>Discuss the Business model canvas</li> <li>Discus and explore case studies in the BUILD in a Box</li> <li>Build prototype models for the ideated solutions</li> <li>Idea pitching and practise .</li> </ul>	





## **Section 1I:** Introduction to Technopreneurship

Skills/Topic	Objectives Learners should be able to:	Content [Knowledge Skills, Attitudes]	Suggested learning Activities & Notes	Suggested Learning Resources
5.10 Techno-Preneurship	<ul style="list-style-type: none"> <li>Defining Entrepreneurship</li> <li>Defining Techno-Preneurship</li> <li>Build perspective into components of Technopreneurship</li> </ul>	<ul style="list-style-type: none"> <li>Explain the principles and fundamentals of entrepreneurship</li> <li>Explore the interdisciplinary relationship of Technology and entrepreneurship</li> <li>Explore the benefits of entrepreneurial thinking</li> <li>Environmental Technopreneurship component               <ul style="list-style-type: none"> <li>Science parks</li> <li>Incubation centers</li> <li>Academic institutions</li> <li>Research and development centers</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Discuss Entrepreneurship from a broad perspective</li> <li>Identifying principles of entrepreneurship</li> <li>Groups attempt to tie Entrepreneurship to techno-Preneurship and possible example identifications</li> <li>Discussing the uses of Technopreneurship components</li> </ul>	



### Section **III**: Introduction to Computer Hardware and Software

Skills/Topic	Objectives Learners should be able to:	Content [Knowledge Skills, Attitudes]	Suggested learning Activities & Notes	Suggested Learning Resources
<b>6.10 Hardware and Software</b>	<ul style="list-style-type: none"> <li>Identify Hardware devices</li> <li>Setup Hardware devices</li> <li>Identify software</li> </ul>	<ul style="list-style-type: none"> <li>Input devices</li> <li>Output devices</li> <li>Storage Devices</li> <li>Processing devices</li> <li>Software concepts</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate the use of hardware devices</li> <li>Identify different software</li> <li>Discussing the function of an OS</li> </ul>	<ul style="list-style-type: none"> <li>PC and Laptops</li> <li>Printers</li> <li>Online Tutorials</li> </ul>
<b>6.11 Hardware and Software</b>	<ul style="list-style-type: none"> <li>Identify Application of Software</li> <li>Use utility software and tools</li> </ul>	<ul style="list-style-type: none"> <li>Application Software</li> <li>Off-shelf software</li> <li>Customized software</li> <li>Open source software</li> <li>System software utility tools</li> </ul>	<ul style="list-style-type: none"> <li>types of application software</li> <li>Classifying application software</li> <li>Performing system</li> </ul>	<ul style="list-style-type: none"> <li>OS- I.e. Linux, Windows, Mac Os</li> <li>System utility tools such as Tune-up, Disk Fragmentizer</li> </ul>
<b>6.12 Hardware and Software</b>	<ul style="list-style-type: none"> <li>Identify various applications of hardware</li> <li>Compare different</li> </ul>	<ul style="list-style-type: none"> <li>Hardware devices</li> <li>Applications of Hardware devices i.e. Post. ATM, DTA</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrating the use of hardware devices</li> </ul>	<ul style="list-style-type: none"> <li>Operating systems such as Linux, Windows,</li> </ul>



	<p>OS</p> <ul style="list-style-type: none"> <li>• Explain the functions of OS</li> </ul>	<p>Capturing systems</p> <ul style="list-style-type: none"> <li>• O_S</li> <li>• PC operating system</li> <li>• Mobile OS i.e.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify different OS</li> <li>• Discussing the functions of an OS</li> </ul>	<p>Android</p> <ul style="list-style-type: none"> <li>• Mobile phones</li> </ul>
<b>6.13 Hardware and Software</b>	<ul style="list-style-type: none"> <li>• Replace malfunctioning components</li> <li>• Troubleshoot and Fix common software and hardware problems</li> </ul>	<ul style="list-style-type: none"> <li>• Hardware and software maintenance</li> <li>• Common errors</li> <li>• Software</li> <li>• Keyboard</li> <li>• Mouse</li> <li>• Hard drive</li> <li>• Memory</li> </ul>	<ul style="list-style-type: none"> <li>• Maintaining hardware and software</li> <li>• Building a functional PC</li> </ul>	<ul style="list-style-type: none"> <li>• Hardware components</li> <li>• Software tool kit</li> <li>• Repair toolkit</li> <li>• Internet</li> <li>• Online tutorials</li> </ul>

#### **Section IV:** Introduction to Applications of Computers and their social and economic Impacts

<b>Skills/Topic</b>	<b>Objectives</b> <b>Learners should be able to:</b>	<b>Content</b> <b>[Knowledge Skills, Attitudes]</b>	<b>Suggested learning Activities &amp; Notes</b>
<b>7.10 Applications of Computer science</b>	<ul style="list-style-type: none"> <li>• Describe areas of computer applications</li> </ul>	<ul style="list-style-type: none"> <li>• Agriculture</li> <li>• Banking Systems</li> <li>• Education</li> <li>• Social Networks</li> <li>• Research and Development</li> </ul>	<ul style="list-style-type: none"> <li>• Distinguish different computer applications</li> <li>• Educational tours to technology centers</li> </ul>



<p><b>7.11 The range and scope of computer applications</b></p> <ul style="list-style-type: none"> <li>• <b>General applications</b></li> </ul>	<ul style="list-style-type: none"> <li>• Identify general applications using examples</li> <li>• Explain a variety of computer applications</li> <li>• State purposes, requirements, designs of the applications</li> </ul>	<ul style="list-style-type: none"> <li>• Communication and Information systems <ul style="list-style-type: none"> <li>❑ VoIP</li> <li>❑ Fax</li> <li>❑ Email</li> <li>❑ E-conferencing</li> <li>❑ Database systems</li> <li>❑ Social networks</li> <li>❑ Other internet services</li> </ul> </li> </ul> <p>Commercial and general data processing</p> <ul style="list-style-type: none"> <li>• E-Banking</li> <li>• POS</li> <li>• Stock Control</li> <li>• E-Commerce</li> <li>• Record management systems</li> </ul> <p>Industrial, technical and scientific Uses</p> <ul style="list-style-type: none"> <li>• Weather forecasting</li> <li>• CAD/CAM</li> <li>• Simulation and modeling i.e. Flight simulation</li> <li>• Image processing I.e. GPRs</li> </ul> <p>Monitoring and control</p>	<ul style="list-style-type: none"> <li>• Research and reporting on general application areas of computers</li> <li>• Discussing a variety of computer applications</li> <li>• Conducting field trips to identify general computer application areas</li> </ul>
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		<p>systems</p> <ul style="list-style-type: none"> <li>• Traffic control</li> <li>• Nuclear power stations</li> <li>• Patient monitoring</li> </ul> <p>Expert systems and artificial intelligence</p> <ul style="list-style-type: none"> <li>• Mineral prospecting</li> <li>• Medical diagnosis</li> <li>• Speech recognition</li> </ul> <p>Entertainment, Education, and training</p> <ul style="list-style-type: none"> <li>• E-Learning</li> <li>• E-Marking</li> <li>• E-Registration</li> <li>• Multimedia systems</li> <li>• Animation and film</li> </ul>	
<p><b>7.12 Social &amp; Economic implications of the uses of computers</b></p>	<ul style="list-style-type: none"> <li>• Determine the social and economic implications of the use of computers on people and organizations</li> <li>• Highlight the advantages and disadvantages of the use of computers across a range of application areas</li> <li>• Justify the need for Data integrity and security</li> </ul>	<p>Economic and social implications of the use of computers</p> <p>Privacy and data integrity</p> <ul style="list-style-type: none"> <li>• Reliability</li> <li>• Security</li> <li>• Computer crime_Hacking_Vir uses</li> <li>• Data protection legislation</li> </ul>	<ul style="list-style-type: none"> <li>• Researching on the social and economic implications of the use of computers on people and organizations</li> <li>• Identifying new products and services brought by the use of computers</li> <li>• Discussing the effects of the use of computers across a range of application areas</li> </ul>



		<ul style="list-style-type: none"> <li>• Computer ethics</li> </ul> <p>Advantages and disadvantages of the use of computers across a range of application areas</p>	<ul style="list-style-type: none"> <li>• Investigating changes in employment and retraining</li> <li>• Debating on the need for privacy and data integrity</li> <li>• Discussing security measures</li> </ul>
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## Section V: Introduction to Computer operations and packages

Skills/Topic	Objectives Learners should be able to:	Content [Knowledge Skills, Attitudes]	Suggested learning Activities & Notes
<b>8.1MS_Word</b> <b>Introduction to Word</b>	<ul style="list-style-type: none"> <li>• Explain the features of word processor</li> <li>• State the disadvantages and advantages of a word processor</li> <li>• List processor examples</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Word processor</li> <li><input type="checkbox"/> Word processor features</li> <li><input type="checkbox"/> Word wrap</li> <li><input type="checkbox"/> Widow /orphan</li> <li><input type="checkbox"/> Soft return/hard return</li> <li><input type="checkbox"/> Pagination</li> <li><input type="checkbox"/> Hard space/ loft space</li> </ul>	<ul style="list-style-type: none"> <li>• Describing the word processor environment</li> <li>• Listing advantages and disadvantages of word processors</li> <li>• Identify uses of word processors</li> </ul>



		<input type="checkbox"/> Drop cap <input type="checkbox"/> Word processor exam[les	<ul style="list-style-type: none"> <li>• Typing text which encompasses all letters on the keyboard</li> </ul>
<b>Document creation</b>	Use keyboard and mouse  <input type="checkbox"/> Type documents <input type="checkbox"/> Save documents <input type="checkbox"/> documents	Keyboard and mouse  <input type="checkbox"/> Typing procedures <input type="checkbox"/> Saving procedures <input type="checkbox"/> Retrieving procedures	<ul style="list-style-type: none"> <li>• Identifying keyboard keys and their functions</li> <li>• discussing keyboard use</li> <li>• Opening documents</li> <li>• Saving documents</li> </ul>
<b>Text Formatting</b>	Format text	Text formats  <input type="checkbox"/> Bold <input type="checkbox"/> Italic <input type="checkbox"/> Underline <input type="checkbox"/> Subscript <input type="checkbox"/> Superscript <input type="checkbox"/> Borders <input type="checkbox"/> Changing text color <input type="checkbox"/> Font size changing <input type="checkbox"/> Font type changing	<ul style="list-style-type: none"> <li>• Discussing text formatting procedures</li> <li>• Typing a short paragraph and text</li> </ul>
<b>Paragraph</b>	Format paragraphs	Paragraph Justification  <input type="checkbox"/> Line spacing <input type="checkbox"/> Drop cap <input type="checkbox"/> Indentation <input type="checkbox"/> Columns <input type="checkbox"/> Tabulation	<ul style="list-style-type: none"> <li>• Explaining the concepts of paragraph formatting</li> <li>• Discussing areas of application of various paragraph formats</li> <li>• Typing and effecting</li> </ul>



		<input type="checkbox"/> Bullets and numbering	paragraph formatting
<b>Page formatting</b>	Format document pages	<input type="checkbox"/> Page formats <input type="checkbox"/> Page layout <input type="checkbox"/> Water marks <input type="checkbox"/> Headers and footers <input type="checkbox"/> Page numbering and styles <input type="checkbox"/> Borders	<ul style="list-style-type: none"> <li>• Discussing formats and formatting procedures</li> <li>• Performing pages formats</li> </ul>
<b>Document Inserts</b>	Insert objects into a document <input type="checkbox"/> Insert objects <input type="checkbox"/> Format objects <input type="checkbox"/> Export and import objects	Document inserts <input type="checkbox"/> Table <input type="checkbox"/> Pictures <input type="checkbox"/> Charts <input type="checkbox"/> Word art <input type="checkbox"/> Symbols <input type="checkbox"/> Clip art <input type="checkbox"/> Equations <input type="checkbox"/> files	<ul style="list-style-type: none"> <li>• Discussing procedures of insertions</li> <li>• Practicing inserting objects</li> <li>• Formatting objects</li> </ul>
<b>Document editing</b>	<ul style="list-style-type: none"> <li>• Using spelling and grammar checks</li> <li>• Search and replace text</li> <li>• Move text</li> <li>• Delete text blocks</li> </ul>	<input type="checkbox"/> Copy and paste <input type="checkbox"/> Moving texts <input type="checkbox"/> Cut and paste <input type="checkbox"/> Drag and drop <input type="checkbox"/> Delete <input type="checkbox"/> Find and replace <input type="checkbox"/> Spelling and grammar	<ul style="list-style-type: none"> <li>• Moving text</li> <li>• Copying and pasting</li> <li>• Cutting and pasting</li> <li>• Locating and replacing text</li> <li>• Using spelling and grammar check facility</li> </ul>
<b>Printing</b>	Print documents	Print dialogue box	<ul style="list-style-type: none"> <li>• Opening print dialogue box</li> </ul>





			<ul style="list-style-type: none"> <li>• Discussing print dialogue box options</li> <li>• Producing print outs</li> </ul>
<b>Mail merge</b>	<ul style="list-style-type: none"> <li>• Create documents using mail merge</li> <li>• Explain situations where mail merge is used.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Mail merge</li> <li><input type="checkbox"/> Mail merge applications</li> <li><input type="checkbox"/> Mail merge procedure</li> <li><input type="checkbox"/> Form letters</li> <li><input type="checkbox"/> Data sources</li> <li><input type="checkbox"/> Fields</li> <li><input type="checkbox"/> merging</li> </ul>	<ul style="list-style-type: none"> <li>• Discussing use of mail merge</li> <li>• Explaining mail merge procedures</li> <li>• Demonstrating mail merge process</li> <li>• Creating mail merge documents</li> <li>• Printing merged documents</li> </ul>
<b>8.20 Spreadsheet</b> <b>Introduction to spreadsheet</b>	<ul style="list-style-type: none"> <li>• Describe the spreadsheet package</li> <li>• List the advantages and disadvantages of spreadsheets</li> </ul>	<ul style="list-style-type: none"> <li>• Spreadsheet environment</li> <li>• Spreadsheet I.e. MS excel Lotus 1-2-3</li> </ul>	<ul style="list-style-type: none"> <li>• Discussing the spreadsheet environment</li> <li>• Stating the advantages and disadvantages of a spreadsheet</li> <li>• Identifying the uses of spreadsheets</li> </ul>
<b>8.21</b> <b>Worksheet creation</b>	<ul style="list-style-type: none"> <li>• Create a worksheet</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Data entry</li> <li><input type="checkbox"/> Values</li> <li><input type="checkbox"/> Labels</li> <li><input type="checkbox"/> Formulas</li> </ul>	<ul style="list-style-type: none"> <li>• Entering labels</li> <li>• Entering values</li> <li>• Referencing data in a spreadsheet</li> <li>• Saving a worksheet</li> </ul>



		<input type="checkbox"/> Cell <input type="checkbox"/> Saving and retrieving <input type="checkbox"/> Formula steps <input type="checkbox"/> User-defined <input type="checkbox"/> Functions <input type="checkbox"/> logical	
<b>8.22</b>  <b>Formulae application</b>	<ul style="list-style-type: none"> <li>• Create formulae</li> <li>• Apply formulae</li> <li>• Predict formulae outcome</li> <li>• Copy formulae</li> </ul>	<ul style="list-style-type: none"> <li>• Formulae copying methods</li> <li>• Dragging</li> <li>• Copy and paste</li> <li>• fill</li> </ul>	<ul style="list-style-type: none"> <li>• Explaining the nature of formulae</li> <li>• Entering formulae using an auto sum of Fix Functions</li> <li>• Copying formulae using methods such as dragging</li> <li>• Interpreting formulae</li> </ul>
<b>8.23</b>  <b>worksheet</b>	<ul style="list-style-type: none"> <li>• Format worksheet</li> </ul>	<ul style="list-style-type: none"> <li>• Data formatting</li> <li>• Labels and values</li> <li>• Currency format</li> <li>• Decimal format</li> <li>• Font size</li> </ul> <p>Font types</p> <p>Borders and shading</p>	<ul style="list-style-type: none"> <li>• Changing appearances of data in a worksheet</li> <li>• Displaying data in currency and decimal format</li> <li>• Applying border and shading to data and worksheet</li> </ul>
<b>8.24</b>	<ul style="list-style-type: none"> <li>• Edit worksheet</li> </ul>	<input type="checkbox"/> Row and columns	<ul style="list-style-type: none"> <li>• Inserting rows and columns</li> </ul>



<b>Editing a worksheet</b>		<input type="checkbox"/> Data <input type="checkbox"/> Worksheet <input type="checkbox"/> Text <input type="checkbox"/> panes	<ul style="list-style-type: none"> <li>• Deleting rows and columns</li> <li>• Adjust rows and column</li> <li>• Naming worksheets</li> <li>• Changing worksheet values</li> <li>• Freezing panes</li> </ul>
<b>8.25</b> <b>Graphs and charts</b>	<ul style="list-style-type: none"> <li>• Represent data using graphs and charts</li> <li>• Import and export graphs and charts</li> </ul>	<ul style="list-style-type: none"> <li>• Data selection</li> <li>• Bar charts</li> <li>• Column charts</li> <li>• Line graphs</li> <li>• Pie charts</li> <li>• Graph formatting</li> <li>• Import and export               <ul style="list-style-type: none"> <li><input type="checkbox"/> Data</li> <li><input type="checkbox"/> Graphs</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Creating different charts and graphs using a set of data</li> <li>• Importing and exporting graphs, charts, and data</li> <li>• Labeling graphs and charts</li> <li>• Printing worksheets graphs and charts</li> </ul>
<b>8.3</b> <b>Databases</b> <b>Intro to databases</b>	<ul style="list-style-type: none"> <li>• Define the concept of a database</li> <li>• list the advantages and disadvantages of databases</li> </ul>	<ul style="list-style-type: none"> <li>• Database, field, record, file</li> <li>• Database examples</li> </ul>	<ul style="list-style-type: none"> <li>• describing database concepts and using specific database packages such as MS Access</li> <li>• Listing the advantages and disadvantages of</li> </ul>



		<input type="checkbox"/> MS access <input type="checkbox"/> Lotus approach <input type="checkbox"/> Oracle <ul style="list-style-type: none"> <li>• Uses of databases</li> </ul>	databases
<b>8.31</b> <b>File Structure</b>	<ul style="list-style-type: none"> <li>• create a file structure</li> </ul>	<input type="checkbox"/> Fields <input type="checkbox"/> data types <input type="checkbox"/> field size <input type="checkbox"/> data formats  validation rules and input  <input type="checkbox"/> Masks <input type="checkbox"/> tables	<ul style="list-style-type: none"> <li>• Explaining file suture</li> <li>• Opening a database program</li> <li>• Creating a database</li> <li>• signing database files</li> <li>• Setting fields, data</li> </ul> l)Pes, fonts, field sizes, validate'>n checks and input masks
<b>8.32</b> <b>Objects</b>	<ul style="list-style-type: none"> <li>• design forms, reports and queries</li> </ul>	<ul style="list-style-type: none"> <li>• Forms</li> <li>• Reports</li> <li>• Types of queries</li> <li>• delete Select</li> </ul>	<ul style="list-style-type: none"> <li>• Creating forms</li> <li>• signing queries</li> <li>• Running queries</li> <li>• Signing reports</li> </ul>
<b>8.33 Data manipulation</b>	<ul style="list-style-type: none"> <li>• Manipulate records</li> </ul>	<ul style="list-style-type: none"> <li>• Records <ul style="list-style-type: none"> <li><input type="checkbox"/> add</li> <li><input type="checkbox"/> delete</li> <li><input type="checkbox"/> edit</li> <li><input type="checkbox"/> search and filler</li> <li><input type="checkbox"/> sort</li> <li><input type="checkbox"/> print</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Adding records</li> <li>• Deleting records</li> <li>• Editing records</li> <li>• Searching and filtering records</li> <li>• Sorting records</li> <li>• Printing records</li> </ul>



<p>8.40 Presentation introduction to presentation</p>	<ul style="list-style-type: none"> <li>• describe the features of a presentation package</li> <li>• list advantages and disadvantages of presentation packages</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation Package environment</li> <li>• Presentation packages <ul style="list-style-type: none"> <li><input type="checkbox"/> MS PowerPoint</li> <li><input type="checkbox"/> freelance graphics</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Explaining Presentation environment</li> <li>• Discussing the advantages and disadvantages of presentation packages</li> <li>• Discussing uses of presentation packages</li> </ul>
<p><b>8.41</b> <b>Presentation authoring creation</b></p>	<ul style="list-style-type: none"> <li>• design slides</li> <li>• add animation</li> <li>• show slide</li> </ul>	<ul style="list-style-type: none"> <li>• Features of presentation <ul style="list-style-type: none"> <li><input type="checkbox"/> slides</li> <li><input type="checkbox"/> Charts</li> <li><input type="checkbox"/> presenter notes</li> <li><input type="checkbox"/> images</li> <li><input type="checkbox"/> slide transitions</li> <li><input type="checkbox"/> animation effects</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Explaining Slide design procedures</li> <li>• Opening a presentation program</li> <li>• Designing slides</li> <li>• Inserting Arts and images</li> <li>• Entering presenter notes</li> <li>• Creating organograms</li> <li>• Applying slide transitions and animations</li> <li>• Saving slides</li> <li>• Relieving Slides</li> <li>• Demonstrating presentations</li> <li>• Printing presentations</li> </ul>



## Section VI: Introduction to algorithm designs and programming concepts

Skills/Topic	Objectives Learners should be able to:	Content [Knowledge Skills, Attitudes]	Suggested learning Activities &Notes
<b>9.10</b>  <b>Standard algorithms</b>	Describe algorithms using pseudo codes and Flowcharts  Apply searching and sorting to solve problems	<ul style="list-style-type: none"> <li>Algorithm: structures <ul style="list-style-type: none"> <li><input type="checkbox"/> selection</li> <li><input type="checkbox"/> repetition/iteration</li> <li><input type="checkbox"/> recursion</li> <li><input type="checkbox"/> linear</li> </ul> </li> <li>Sorting algorithms <ul style="list-style-type: none"> <li><input type="checkbox"/> bubble sort</li> <li><input type="checkbox"/> quicksort</li> </ul> </li> <li>Searching algorithms <ul style="list-style-type: none"> <li><input type="checkbox"/> linear</li> <li><input type="checkbox"/> binary search</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Designing algorithms using pseudocodes and flowcharts</li> <li>Solving searching and sorting problems</li> </ul>
<b>9.11 System design</b>	Compare top-down and	<ul style="list-style-type: none"> <li>System design approaches</li> </ul>	<ul style="list-style-type: none"> <li>Discussing top-down and bottom-up approaches to</li> </ul>



<b>approaches</b>	bottom-up approaches to program design	<input type="checkbox"/> top-down design  <input type="checkbox"/> bottom-up description	program design <ul style="list-style-type: none"> <li>• Demonstrating the use of top-down and bottom-up approaches to program design</li> </ul>
<b>9.12 Programming languages</b>	<ul style="list-style-type: none"> <li>• Explain the features of programming languages</li> <li>• describe the features of low level languages</li> <li>• describe the features of high-level languages</li> <li>• compare high level and low level languages</li> </ul>	<ul style="list-style-type: none"> <li>• Language features               <ul style="list-style-type: none"> <li><input type="checkbox"/> programming constructs</li> <li><input type="checkbox"/> Constants</li> <li><input type="checkbox"/> Variables</li> <li><input type="checkbox"/> Expressions</li> <li><input type="checkbox"/> statements</li> <li><input type="checkbox"/> control structure</li> <li><input type="checkbox"/> block structure</li> <li><input type="checkbox"/> Variables                   <ul style="list-style-type: none"> <li><input type="checkbox"/> Local</li> <li><input type="checkbox"/> global</li> </ul> </li> <li><input type="checkbox"/> functions and procedures</li> <li><input type="checkbox"/> parameter passing                   <ul style="list-style-type: none"> <li><input type="checkbox"/> by value</li> <li><input type="checkbox"/> by reference</li> </ul> </li> </ul> </li> <li>• input, output and file handling operations</li> <li>• Programming languages               <ul style="list-style-type: none"> <li><input type="checkbox"/> High-Level language (HLL)</li> <li><input type="checkbox"/> Low-Level language</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Discussing the features of programming language</li> <li>• Describing characteristics or features of high-level languages and their proper use</li> <li>• Analyzing high level and low-level languages</li> </ul>



		<p>(LLL)</p> <ul style="list-style-type: none"> <li>• LLL types <ul style="list-style-type: none"> <li><input type="checkbox"/> machine language</li> <li><input type="checkbox"/> assembly language</li> </ul> </li> <li>• HLL types <ul style="list-style-type: none"> <li><input type="checkbox"/> imperative/procedural</li> <li><input type="checkbox"/> Declarative</li> </ul> </li> <li>• general purpose <ul style="list-style-type: none"> <li><input type="checkbox"/> special purpose</li> </ul> </li> </ul> <p>Object-Oriented Programming (OOP)</p>	
<p><b>9.13</b></p> <p><b>Visual Basic programming</b></p> <p>VB (6.0 or .net)</p>	<ul style="list-style-type: none"> <li>• define basic VB programming technics</li> <li>• identify data types</li> <li>• declare variables</li> </ul>	<ul style="list-style-type: none"> <li>• The basic structure of a VB program</li> <li>• Data types in VB <ul style="list-style-type: none"> <li><input type="checkbox"/> integer</li> <li><input type="checkbox"/> real</li> <li><input type="checkbox"/> character</li> <li><input type="checkbox"/> string</li> <li><input type="checkbox"/> word</li> <li><input type="checkbox"/> Boolean</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Discussing basic VB programming terms</li> <li>• Explaining data types</li> <li>• Declaring variables correctly as they apply to VB programming</li> <li>• Choosing correct</li> </ul>





	<ul style="list-style-type: none"> <li>• use operators and VB syntax correctly</li> <li>• explain the scope of a variable</li> <li>• code simple VB programs</li> </ul>	<ul style="list-style-type: none"> <li>• Variables</li> <li>• constants</li> <li>• Syntax <ul style="list-style-type: none"> <li><input type="checkbox"/> statements</li> <li><input type="checkbox"/> expressions</li> </ul> </li> <li>• Operators <ul style="list-style-type: none"> <li><input type="checkbox"/> arithmetic</li> <li><input type="checkbox"/> Logical</li> <li><input type="checkbox"/> assignment</li> <li><input type="checkbox"/> comparison</li> </ul> </li> <li>• Variable scope <ul style="list-style-type: none"> <li><input type="checkbox"/> global</li> <li><input type="checkbox"/> local</li> </ul> </li> <li>• VB control interfaces <ul style="list-style-type: none"> <li>textbox <ul style="list-style-type: none"> <li><input type="checkbox"/> command button</li> <li><input type="checkbox"/> checkbox</li> <li><input type="checkbox"/> option button</li> <li><input type="checkbox"/> list box</li> </ul> </li> </ul> </li> <li>• Control structures <ul style="list-style-type: none"> <li><input type="checkbox"/> sequence</li> <li><input type="checkbox"/> repetition</li> <li><input type="checkbox"/> Do...While</li> </ul> </li> </ul>	<p>identifier names</p> <ul style="list-style-type: none"> <li>• Using correct operators and VB syntax</li> <li>• Designing VB interfaces using VB controls</li> <li>• Discussing the scope of variables</li> <li>• Coding VB programs such as simple arithmetic problems: addition, subtraction, division, and multiplication of two or more variables, use of control structures</li> <li>• Programs_ that calculate ( Area. roots of a quadratic equation and grading of marks )</li> </ul> <p>Running a VB code</p> <p>Dry run a VB code</p> <p>Applying error handling techniques in the VB program</p> <p>Debugging in programs</p>
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	<ul style="list-style-type: none"> <li>• Develop a CB code</li> <li>• Identify types of errors</li> <li>• Apply error handling techniques in a VB program</li> <li>• Debug errors in programs</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> For...Next</li> <li><input type="checkbox"/> Do... Until</li> <li>• Selection/decision <ul style="list-style-type: none"> <li><input type="checkbox"/> case</li> <li><input type="checkbox"/> Else if</li> <li><input type="checkbox"/> Case... of</li> <li><input type="checkbox"/> If... then... else</li> <li><input type="checkbox"/> Cascaded / Nested if</li> </ul> </li> <li>• Errors in VB <ul style="list-style-type: none"> <li><input type="checkbox"/> Types of errors <ul style="list-style-type: none"> <li><input type="checkbox"/> Syntax</li> <li><input type="checkbox"/> Logical</li> <li><input type="checkbox"/> Runtime</li> </ul> </li> <li>• Error handling techniques</li> </ul> </li> </ul> <p>Try catch as an exception</p>	<p>BB: Annotate statement and correct indentation</p>
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## Section **VII**: Introduction to Technopreneurship

Skills/Topic	Objectives Learners should be able to:	Content [Knowledge Skills, Attitudes]	Suggested learning Activities &Notes	Suggested Learning Resources
10.10 Techno- Preneurship	<ul style="list-style-type: none"> <li>Defining Entrepreneurship</li> <li>Defining Techno-Preneurship</li> </ul>	<ul style="list-style-type: none"> <li>Explain the principles and fundamentals of entrepreneurship</li> <li>Explore the interdisciplinary relationship of Technology and entrepreneurship</li> <li>Explore the benefits of entrepreneurial thinking</li> </ul>	<ul style="list-style-type: none"> <li>Discuss Entrepreneurship from a broad perspective</li> <li>Identifying principles of entrepreneurship</li> <li>Groups attempt to tie Entrepreneurship to techno-Preneurship and possible example identifications</li> </ul>	
10.11 Techno- Preneurship	<ul style="list-style-type: none"> <li>describe the Technopreneurship components</li> </ul>	<ul style="list-style-type: none"> <li>Environmental Technopreneurship component</li> <li><input type="checkbox"/> Science parks</li> <li><input type="checkbox"/> Incubation centers</li> <li><input type="checkbox"/> Academic institutions</li> </ul>	<ul style="list-style-type: none"> <li>Discussing the uses of Technopreneurship components</li> <li>Attending to ICT Exhibition Expos</li> </ul>	



		<input type="checkbox"/> Research and development centers		
10.12 Techno-Preneurship	<p>Intro to the business aspect</p> <ul style="list-style-type: none"> <li>describe the elements of intellectual capital</li> <li>explain the attributes of business ethics</li> <li>identify the marketing and business strategies element</li> <li>explain the elements of marketing and business</li> </ul>	<ul style="list-style-type: none"> <li>Elements of Intellectual capital</li> <li> <input type="checkbox"/> Human capital               </li> <li> <input type="checkbox"/> Organization capital               </li> <li> <input type="checkbox"/> Social capital             </li> <li>Business ethics (Unhu/Ubuntu/Vumunhu)</li> <li>Marketing and business strategies</li> <li> <input type="checkbox"/> e-commerce             </li> </ul>	<ul style="list-style-type: none"> <li>Discussing the elements of Intellectual Capital</li> <li>Discussing the attributes of business ethics</li> <li>Creating an ICT based business plan</li> <li>Discussing the elements of marketing</li> </ul>	<ul style="list-style-type: none"> <li>Internet</li> <li>Print and electronic media such as journals</li> <li>Case study</li> <li>CZI</li> </ul>
10.13 Techno-Preneurship	<ul style="list-style-type: none"> <li>outline financial resource components</li> <li>identify ideal conditions for the business location</li> </ul>	<ul style="list-style-type: none"> <li>Finance and funding</li> <li>Market research</li> </ul>	<ul style="list-style-type: none"> <li>Discussing finance and funding opportunities</li> <li>Discussing ideal conditions for the business location</li> <li>Conducting market surveys</li> </ul>	<ul style="list-style-type: none"> <li>Print and Electronic media</li> <li>ICT Tools</li> </ul>



10.14 Techno-Preneurship	<ul style="list-style-type: none"> <li>• identify laws that govern Technopreneurship</li> <li>• describe the intellectual property rights</li> </ul>	<ul style="list-style-type: none"> <li>• Laws and policies on Technopreneurship</li> <li>• Intellectual Property Rights <ul style="list-style-type: none"> <li><input type="checkbox"/> Patents</li> <li><input type="checkbox"/> Copyrights</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Discussing the laws and policies of Technopreneurship</li> <li>• Describing the intellectual property rights</li> </ul>	<ul style="list-style-type: none"> <li>• Internet</li> <li>• Electronic and print media</li> <li>• Expert Guests</li> </ul>
10.15 Techno-Preneurship	Project-based Learning		<ul style="list-style-type: none"> <li>• Introduction to BUILD in a box</li> <li>• 48 HOUR Bootcamp</li> </ul> <p><a href="http://www.africanleadershipacademy.org/programs/biab/">http://www.africanleadershipacademy.org/programs/biab/</a></p>	