1. **STORYBOARD FOR ICT**

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| Weekly units | Intended unit learning outcomes | Activity where students engage with this unit outcome | Where and how is this unit outcome assessed? | Learning Resources |
| Week 1Introduction to ICT | 1. Explain ICT related concepts and terms with their appropriate use in daily life.

*Describe the benefits and effectiveness of different ICT tools.* | Forum discussion E-tivity 1.1, e-tivity 1.2, Online quiz e-tivity 1.3 and e-tivity 7.1 described respectively in unit 1 and unit 7.) | Online forum discussion will be available to students and facilitator will monitor the discussion of students and check the relevance of what students post on forum.online quiz will be given for assessment | 1. Basic computing skills by Indiana University. Available at: <https://www.pdfdrive.com/windows-basic-computing-skills-home-it-training-e1189595.html>
2. <https://www.youtube.com/watch?v=Q6fT-ATfusc>
3. Understand the parts of the desktop and their functions and Use icons, the start button, and the taskbar to open programs

Available at: <https://www.washoecounty.us/repository/files/8/Computer%20Skills%202%20-%20Windows1%20-%207.pdf>1. Introduction to Computer Science. Available at:

<https://oer.avu.org/bitstream/handle/123456789/802/CSI%201100_EN%20INTRODUCTION%20TO%20COMPUTER%20SCIENCE1.pdf?sequence=1&isAllowed=y>1. Introduction to ICT. Available at:

https://oer.avu.org/bitstream/handle/123456789/768/ICT%2001\_EN%20Introduction%20to%20ICT%20.pdf?sequence=1&isAllowed=y |
| 1. Identify the different parts, functions and characteristics of a computer.
 | Group discussion on the functions of the different parts of a computer.  | Lecturer will monitor the discussion of students and check the relevance of what students post on forum.online quiz will be given for assessment |  Write resources here |
| 1. explain data representation, storage and management of files
 | Discussion on different number systems, storage and management of files  | Online quiz and assessment. | Write resources here |
| Week 2-3Advanced MS office/ open office ( word, excel, access and PPT | 1. Use Microsoft office package/ OpenOffice
 | * Creating, formatting, editing and securing a word document, managing tables, generating table of contents and mail merging.
* Using advanced formula and excel functions, navigating excel interface and representing data graphically
* Making a good presentation with text, diagram, audio and videos. Animating presentation slides.
* Creating a database, manipulating tables and data, querying data from the MS Access database
 | Using computer lab or their own laptops:* The students will be asked to reproduce a complex word document and upload to eLearning platform.
* The students will be given a datasets and be asked to reproduce a new datasets after using multiple excel formulas and functions.
* The students will be asked to present their works in PowerPoint presentation.

 * The students will be asked to create database, populate it with data, manipulate them and apply queries to display certain information.
 | Write resources here |
| Week4Use of internet for research( e-Resources, OERs & Moos Digital library, Ethics (Plagiarism, copyright, privacy | 1. Understand the fundamental of Internet
 | Accessing contents and online resources for internet concept | Online assignment and quiz | Write resources here |
| 1. Search and retrieve information.
 | * Accessing different World Wide Web for research
* The Use of Google, yahoo and others as search engines to any specific topic
 | Online assignment.(to be submitted after achievement of learning outcome 3 in this unit)  | Write resources here |
| 1. The use of electronic mails and attaching files, documents and folders to mail
 | -Creating e-mails and practice them in attaching files and folders  | Submission of previous assignment via email. |  |
| Week 5SECURITY | 1. Explain information security and apply basic security measures.
 | * Apply data confidentiality, Data integrity.
 | On the eLearning platform students will participate in forum discussion and do the quizzes.  |  |
| 1. Use computers safely and securely to ensure that data is protected.
 | * Apply data authentication,
* Setting and use Passwords protection.
 | On the eLearning platform students will participate in forum discussion and do the quizzes.In computer labs students will demonstrate knowledge acquired.  |  |
| 1. State and identify harmful programs.
 | * Prevent, detect and remove computer virus.
 | On the eLearning platform students will participate in forum discussion and do the quizzes. In computer labs students will demonstrate knowledge acquired. |  |
| Week 6Collaborative tools (social media& cloud services | * Use of a collaborative tool (mostly used).
 | Discuss the role, advantages and disadvantages of collaborative tools. Install a collaborative tool. | From students’ laptops, mobile phones and eLearning platform. Lecturer will monitor discussions. |  |
| * Use of a social media (mostly used).
 | Discuss the importance of social media. Create an account on used social media | From students’ laptops, mobile phones and eLearning platform. Lecturer will monitor discussions. |  |
| * Use cloud computing services (google products).
 | Discuss the importance of cloud computing. Create an account using one software as service. | From students’ laptops, mobile phones and eLearning platform. Lecturer will monitor discussions. |  |
| Week 7ICT for specific subject | 1. To use ICT in different activities related to their study fields
 | * Discussion on usage of Open Educational Resources
 | On the eLearning platform students will participate in forum discussion and do the quizzes.* In computer labs students will demonstrate knowledge acquired.
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| 1. Use different ICT tools in applying academic integrity and conducting research in their field study
 | Discussion on academic integrity: Copy rights, anti-plagiarism tools, Creative commons licences | On the eLearning platform students will participate in forum discussion and do the quizzes.* In computer labs students will demonstrate knowledge acquired.
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| 1. Use ICT tools in conducting assignments and proving feedback
 | * Doing assignments and providing feedbacks
* Practical related to their respective study programs
 | On the eLearning platform students will do group work supervised and assessed.In computer labs students will demonstrate knowledge acquired. |  |
| Week 8-9Practice I() | Explore and customise the desktop, taskbar and start menu.  | Individually or in pairs, learners add items to the start menu, add elements to the quick launch of the taskbar, send programs to the desktop as shortcuts, set the time and date, change the desktop background, change the windows colours, set the screen resolution, and change the mouse pointer and keyboard layout. Learners create files through the notepad, choose an appropriate name for the file and save it to a defined location as directed by the teacher. Learners list them with different  | During computer lab session lecturer will supervise activity and make sure student perform activity correctly  |  |
| To convert form one base to another and converting form one unit of storage capacity into another.  | Compiled exercises on Converting number system, measuring storage capacity will be given to students | Through the learning management system students will access the exercises online, LMS will generate report on students’ performance. |  |
| Use Microsoft office word confidently | Each student will be asked to produce a word document of at least 4 pages on a given topic. He/she will be asked to generate an automatic table of context, list of tables, list of figures and references.  | In Lab sessions, the students will be assessed on how good his/her work is. He/she will also be assessed on how well his/her work is organized. Briefly, he/she will be assessed on the style, font, choice of colours and sequence of titles and subtitles. This work will be submitted on eLearning platform or via email.  |  |
| Use Microsoft office access to store and manipulate data.  | Each student will be asked to create a MS Access database with at least three tables. He/she would create a relationship between these tables and query the data from these three tables in one query. He/she would also create a query to insert and update records in each table.  | In Lab sessions, students will be assessed on how they mastered the queries. They will also be assessed on how well they design their database. The work will be submitted on eLearning platform or via email. |  |
| Access available search engines and practice them  | A student will be asked to visit search engines and search information to any specific topic | By using connected computer Lab student will produce and present a report from search engines  |  |
| Access selective e-resources to produce a report | A student will receive different assignments and be asked to write a report by using selective academic journals and produce a final report | By using computer Lab student will send a report and be assessed by lecturer |  |
| Week 10-11Practical II (Related to Collaborative tools, social media and cloud computing services.) | 1. Identify some potential information system threats and the human impacts of those threats ( Protect data with passwords, antivirus, firewall)
 | * Through assignments, the students will work on identification of the computer harmful programs, their phases, categories, and the way to mitigate them, and report on it.
* Setting data authentication,
* Setting document password protection,
* Setting computer system protection (setting authentication, firewall configuration, installation of antivirus)
 | * The report on their work will be uploaded on Moodle.
* Assured protection of their relevant documents, e.g: file protected with password.
* Assured protection of their computers, (other electronic gadgets) e.g: setting authentication, firewall configuration, installation of antivirus.
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| 1. Acquire the social media piece of software, install it, and use it.
 | **Practice: Use WhatsApp as a social media**1) Try to install WhatsApp app on your phone. 2) Set up your username and share contacts with colleagues 1. Share status with colleagues2. chat with colleagues3. send video/audio message to colleagues4. send files to colleagues5. share contact/phone number 6. Create a WhatsApp group for the class7. share files/status/video/audio/text with colleagues8. Contribute to the message by exchanging ideas with group members9. leave a voice message to your group members10. Exit the group11. Delete a group | The students will form groups and use the social media piece of software to share pieces of idea and information and thoughts. |  |
| 1. Acquire the cloud computing piece of software, install it, and use it.
 | **Task #1****Use Dropbox for Sharing**1. Before we start to work with online sharing platform please read through terms and conditions2. Go to Dropbox web page www.dropbox.com register and create an account3. Download dropbox app on your smartphone. 4. App settings – > link a computer, follow instructions 5. Install local desktop client on computer and locate your dropbox folder under favorite section. 6. Create a folder system after following structure.7. Share all folders with the person sitting on your left, use different sharing options – via link, sharing folders, share through desktop client and through web client8. Open files and change their content, save and close them. 9. Open Events section and see the changes done by you and people who have shared documents with you. 10. Take a picture and add it to your Dropbox folder.**Task #2**Use Google Docs for software as services to do the following: ● Create a document * Publish a document

● Create a spreadsheet * Publish and insert spreadsheet
* Setup and print spreadsheets

● Create a Presentation * Show a presentation, print it and get a preview
* Publish and insert presentation

● Drawing * Create, edit and format
* Tools
* Add elements to a drawing

● Forms * Create a Google form
* Add and edit questions, headers, images, videos and page breaks
* Create a questionnaire with five different type of question asking the respondents to give feedback on a product of your choice
* Add a theme to a form
* Send the form to the rest of the people of class
* Take to respond to other questionnaires
* Chose responses destination

**Task#3**Give a task to students and ask them to make groups, split the task into small tasks so that they may collaborate to achieve the original task. | Individual Practical work |  |
| Week 12 | **Summative assessment** | **Review all resources given in covered units** |