Federal Democratic Republic of Ethiopia
Ministry of Education

Minimum Learning Competences

Information Communication Technology Grades 9 AND 10

September 2009

MINIMUM LEARNING COMPETENCES GRADES 9 AND 10

Unit	*Grade 9*	*Grade 10*
Introduction to ICT	• Define data and information • Explain the term technology and information technology • List sources of information • List Computers generation • Compare the difference among each generation of computers • Classify types of computers used today • List the Characteristics of computer each type of computer • Explain how data is represented in the computer • List major hardware components • Classify software as Systems or Applications software • Give examples and explain uses of some Applications software • Manipulate their files and folders on a computer • Transfers files from one folder to another • Find a file or folders using a 'search' facility • Customize their computer desktop	• Identify ICT components • List characteristics of valuable information • Name major components of system unit • Identify function of the system unit. components • Name components of motherboard • Identify function of the motherboard components • Identify memory and speed of computer equipments
Application software	• Create and save the word processing document • Format a character as required • Index a paragraph • Index text in desired direction • Align text by using icons on the menu bar and by selecting paragraph from formatting menu • Apply bullets and numbers to display ordered or unordered list • Change the styles of bullets and numbers effectively • Insert and delete a page break and page number in a document. • Add and delete headers and footers in a document • Use tables and pictures by inserting. • Create a presentation • Prepare and present a slide show • Create a presentation using design techniques	• Apply what they have learned about word processing in grade 9 to real activities uncounted in the study of other curriculum subjects in grade10 • Apply what they have learned about presentation software and techniques in grade 9 to real activities uncounted in the study of other curriculum subjects in grade10 • Open the desktop publishing program • Identify screen elements of desktop publishing • identify the major features of desktop publishing • Organize, format and publish various type of publication • Create brochure effectively • Format brochure as required • Create a business card effectively • Print the card in appropriate paper size • Create a Greeting or Invitation card

Minimum Learning Competencies

Unit	*Grade 9*	*Grade 10*
Information and computer security	• Identify responsible behaviour in the Computer Laboratory • Identify safe on-line behaviour ▪ Identify the school ICT police and live with it • Describe computer virus • Identify the measure to protect computer virus	• Explain about copyright issues • Recognizes that the use of others property is not correct • Describe the dangers of copying others • Recognize the social impact like misuse of e-mail, unauthorized intrusion and deleting and manipulating others' data
Application software	• Identify the purpose of a spreadsheet • Identify the screen elements in the spreadsheet window • Manipulate rows and columns • Manipulate data in a cell • save the worksheet • Use auto sum • Use mathematical operators on data to perform addition, sum and others • use the function of the Fill handle • Apply different effects to a cell and its contents	• use the function of the Fill handle • Apply different effects to a cell and its contents • Create different types of charts • Identify the difference between absolute and relative cell reference • Use some built-in functions to calculate totals and averages • identify that computations using built in functions can be done accurately and quickly • Compute rank • Format text and numbers in the cell of a worksheet • Apply what they have learned and spread sheet in grade 9 to real activities uncounted in the study of other curriculum subjects in grade10 • Define the key terms in a data base system • Create different types of Query Using Query design view • Explain the use of a form • List & explain options for creating a form • Identify the difference between methods of creating a form • Create a form using design view • Identify sections of a form • Identify Access controls and explain their usage • Perform Calculation in a from • Create sub form • Prepare a report
using Internet	• Identify the internet and the world wide web • explain how Internet and WWW are used • List and describe some different types of browser • Open a browser and identify the screen elements • Use web addresses to access websites • describe some different types of browser	• Describe the development of the internet • List the advantages of the internet • Use keywords and connectors in a search • Explain the differences between Webpage and Website • List some uses of the WWW • Locate information contents • Plan and develop a web page

Minimum Learning Competencies

Unit	*Grade 9*	*Grade 10*
	• create an email account • Compose and send an email • Receive and open an email • Use the facilities provided in the email system	
Control and learning with logo	• Use the logo primitives to draw a variety of shapes • Write procedures to include repeat and RND	• Use variables in writing procedures • Create a recursive procedure

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Information Communication Technology Grades 11 AND 12

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Minimum Learning Competencies

Unit	*Grade 11*	*Grade 12*
Information Systems	• Describe some applications of ICT • Explain the definition of each types of IS • Explain the application of each types of IS • Describe the impact of ICT in everyday life	• Describe the advantages and disadvantages of E-learning • List the necessary technologies for E-learning • Explain how E-learning works • listed some of the electronic systems • Explain the advantage of E-government • Explain the different services by E-government • Explain how E- banking works • Explain how E-libraries works • Explain how E- commerce works • Identifying system problem • Recognize functional and non-functional system requirements
Enhancing the Use of Software	• Solve problems by specific software • Illustrate their ideas • Organising their contents • Testing their hypotheses	• Solve problem specific software • Illustrating their ideas • Organising their contents • Querying their database • Testing hypotheses
Basic Troubleshooting	• Identify proper location for the computer • Protect computers from harm and damage • Explain possible problems that may occur with the power supply • Explain the use of stabilisers and UPS • Back up files stored in the computer • Use defragmenter and disk cleanup to improve hard disk performances • Apply safe methods • Define ESD (Electro Static Discharge) • Identify some ESD types • List some types of ESD protection Devices • Explain the concept of ergonomically correct computer and seating • Plug properly input and output devices with the system Unit. • Describe the general steps to troubleshoot problems Troubleshoot minor problems related with some common input and output devices. • Install and uninstall applications software	

Minimum Learning Competencies

Unit	*Grade 11*	*Grade 12*
Exploiting The Internet	• Use Boolean searching techniques • Report on improvements • Explain the function ability of wikis,blogs and pod casts • list the advantages of their use • Explain what is meant by'' social networking • Design a simple web page • Implement the web page publish web page	• Define website • Explain the different types of websites • List some well – established websites • Identify the type of website to be developed • Describe website planning • Explain how to design a web page • Explain how to hyper links in a website • Insert images, buttons and animations in to a webpage • Develop content for a website with uniform formatting
Image Processing and multimedia Systems	• Define Image processing • List band explain different types of image file formats • Open and setup a new document. • Save an image document. • List and explain common Interface layout of image processing software • Edit an image in a desired way.	• Define multimedia • Explain importance of multimedia • List components of multimedia • Identify hardware and software necessary to run a multimedia package • Explain each stage of multimedia authoring • Give examples of authoring multimedia tools • Identify sound, image and video file formats • Identify screen elements of Multimedia application • Identify icons and their properties • Enter text in the presentation window • Import or paste text from another application to Multimedia application • Edit and format text as required • Import and paste images and graphics from other applications • Draw different shapes • Set the duration before a content on the presentation window is erased • Erase the contents of a presentation window • Position objects on the presentation window • Set different types of motions using the motion icon • Use pre-stored libraries • Create custom libraries • Add and use icons to a library as required • Insert sound icons • Import sound files

Minimum Learning Competencies

Unit	*Grade 11*	*Grade 12*
		• Set the property of sound files • Set the property of digital movie icons • Import movie files • Identify basics of film editing