



ICT FOR KIDS STAGE – II

(Basic Level)

Official Curriculum Document

Course Duration: 24 Weeks (06 Months)

2 hours per week | Total hours: 48 hours

Certification:

Based on the final theoretical and practical examination conducted by Fusion Education Campus.

For distribution to regional training centers.

1. Course Information

Course Name	Certificate Course in Information Technology
Duration	24 Weeks (06 Months)
Weekly Hours	02 Hours
Total Hours	48 (24 Sessions)
Medium of Instruction	Sinhala / English
Venue	Approved Regional Training Center
Internal Assessment	Conducted within the institution
Final Certification Exam	Theoretical and practical examination conducted by Fusion Education Campus

2. Course Introduction

This course is designed to enable even a beginner to handle a computer, providing fundamental knowledge in computer Hardware and Software, MS Office application usage, basic Database concepts, Computer Networks, the Internet, and Cyber Security. Upon completion of the course, a student will be able to independently utilize essential information technology skills in a modern office environment.

3. Course Objectives

- Provide a basic understanding of computer hardware and software components.
- Enable independent use and maintenance of a Windows Operating System.
- Develop skills in using MS Word, MS Excel, and MS PowerPoint application software.
- Introduce basic database concepts using MS Access.
- Provide a basic understanding of computer network and internet usage.
- Develop the ability to use technology safely by identifying risks related to Cyber Security and computer viruses.
- Build the ability to critically analyze the positive and negative impacts of technology on human life.

4. Target Participants and Entry Qualifications

Any individual over the age of 14, with no prior knowledge of computers required, can enroll in this course. This is suitable for school students and individuals of any age group requiring basic IT knowledge.

5. Teaching and Learning Methodology

- **Theory Lectures:** Explaining concepts.
- **Demonstration (Hands-on Practical Sessions):** Live demonstrations by the instructor in a computer lab.
- **Individual & Group Assignments.**
- **Weekly Quizzes.**

Each session is structured into 2 hours (120 minutes), consisting of a 45-minute theory segment and a 75-minute practical exercise segment.

6. Curriculum Plan - 24 Weeks (48 Hours)

Week	Topic	Learning Outcomes	Hours
01	What is a Computer?	Identifying definition, history, types, and daily life uses	02
02	Computer Hardware	Identifying major hardware parts and their functions	02
03	Assembling Hardware	Practical identification of assembling a computer step-by-step	02
04	Software - Intro to Windows	Learning the Windows OS interface and basic operations	02
05	Software - Control Panel/Settings	Practical learning of Control Panel and Settings	02
06	Software - OS Installation	Learning the OS installation process step-by-step	02
07	Data Storage Devices	Identifying storage devices (HDD, SSD, Pen Drive, Cloud, etc.)	02
08	How a Computer Works	Understanding Input-Process-Output-Storage functions	02
09	Application Software - MS Word I	Intro to MS Office and basic document creation using MS Word	02
10	Application Software - MS Word II	Practical learning of MS Word formatting, tables, and mail merge	02
11	Application Software - MS Excel I	Creating a worksheet, basic formulas, and functions in MS Excel	02
12	Application Software - MS Excel II	Practical charts, data sorting, and filtering in Excel	02
13	Application Software - PowerPoint I	Learning slide creation, layout, and design basics	02

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Week	Topic	Learning Outcomes	Hours
14	App Software - PowerPoint II	Practical learning of animations, transitions, and presentations	02
15	Database Intro - MS Access I	Identifying database concepts, creating tables in MS Access	02
16	MS Access II	Practical learning of creating queries, forms, and reports	02
17	Intro to Computer Network	Identifying network concepts, benefits, and types	02
18	Network Topologies	Learning characteristics of network topologies (Star, Bus, Ring, Mesh)	02
19	WWW and Internet	World Wide Web concept and effective use of search engines	02
20	Internet - Email	Creating and safely using an email account	02
21	Internet - Intro to HTML	Basics of creating a webpage using HTML language	02
22	Internet - Social Media	Understanding social media use, ethics, and smart community concepts	02
23	Computer Virus	Identifying virus types, spreading methods, and protection strategies	02
24	Impacts of Tech + Revision	Critically analyzing technology's impact on human life and revision	02
	Total		48

7. Assessment Plan

Student progress is evaluated in two stages: (I) Internal continuous assessment, and (II) Final certification exam conducted by Fusion Education Campus.

1. Internal Continuous Assessment (30% weight)

Assessment Component	Description	Weight
Weekly Quizzes	Based on weekly subject matter	10%
Practical Exercises	Exercises completed during lab sessions	10%
Mid-Term Assessment	After completing 12 weeks	05%
Attendance & Participation	Throughout the course	05%

II. Final Certification Examination (70% weight)

All students must appear for the final examination organized by Fusion Education Campus after completing 24 weeks.

Exam Component	Description	Weight
Theory Examination	MCQ + Written questions by Fusion Education Campus	35%
Practical Examination	Lab examination by Fusion Education Campus	35%

Pass Criteria

- Total marks (Internal + Final) must be at least 50%.
- It is mandatory to obtain at least 40% in each section of the final examination (theory and practical separately).
- Attendance must be at least 80%.

8. Certification

Students who successfully complete all assessment requirements and pass the final theoretical and practical examination will be awarded the 'Certificate Course in Information Technology' certificate, officially approved by Fusion Education Campus.

9. Resource Requirements (For Regional Centers)

- Computer Lab with at least 10 functional computers.
- Computers installed with Windows OS and MS Office (Word, Excel, PowerPoint, Access).
- Stable internet connection.
- Projector / Smart Board.
- Qualified Instructor.
- Course Handouts for students.

10. Special Notes for Regional Centers

- This curriculum must be followed by all regional centers without modification.
- The 2-hour weekly schedule must be maintained continuously; Make-up classes can be organized if necessary.
- Internal assessment reports must be submitted to the head office at the end of every month.
- Final exam student registration must be submitted to Fusion Education Campus 2 weeks before course completion.