



Republic of Zambia

**Ministry of Education**

**INFORMATION AND  
COMMUNICATION TECHNOLOGY  
TEACHING MODULE  
FORM 1**



Developed by the Curriculum Development Centre

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Republic of Zambia

Ministry of Education  
Directorate of Curriculum Development

The Curriculum Development Centre

**INFORMATION AND COMMUNICATION  
TECHNOLOGY  
TEACHING MODULE  
FORM 1**

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FORM 1 - SECONDARY

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## VISION

Quality, lifelong education for all which is accessible, inclusive and relevant to individual, national and global needs and value systems.

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# Introduction

The advent of the competence-based curriculum (CBC) heralds a new era of dynamic and practical learning experiences designed to equip learners with skills for the 21st century. This Form 1 Information and Communication Technology (ICT) Teaching Module has been developed to provide teachers with essential tools and guidance for effectively delivering ICT lessons to Form 1 learners under the CBC framework.

The module serves as a crucial resource in addressing the current gap created by the absence of approved textbooks tailored to the new curriculum. It aims to support teachers in aligning their teaching practices with the curriculum's objectives, while also fostering innovation and creativity in the classroom.

## **Objectives of the Module:**

1. To empower teachers with structured guidance on the delivery of ICT lessons based on the CBC.
2. To provide suggested activities and assessments that are suitable for Form 1 learners, ensuring a balance between theoretical and practical learning.
3. To encourage teachers to critically evaluate the module and identify gaps that may arise, supplementing it with their own research and context-specific resources.

**Flexibility and Adaptation:** While the module offers a comprehensive set of activities and assessments, teachers are encouraged to adapt its content to suit the unique needs of their learners and the circumstances of their schools. This flexibility ensures that all learners, regardless of their context, can benefit from meaningful ICT education.

As a Ministry, we have made every effort to simplify and support teachers' transition to the competence-based curriculum. This module is designed to not only ease the burden of navigating a new curriculum but also to inspire confidence and creativity in the teaching process.

It is hoped that this module will be a valuable companion in your teaching journey, fostering a generation of learners equipped with critical ICT skills and knowledge. Together, let us work towards building a robust, technology-enabled education system that meets the demands of our rapidly changing world.

Faculty of Technology and Entrepreneurship  
The Curriculum Development Centre  
**Ministry of Education**

# Topic 1: Introduction to ICT

## Sub-Topic: Role of ICT in Daily Life

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### 1. Introduction

- **Overview:** This topic introduces learners to the significance of ICT in daily life, with a focus on its role in communication, education, and business. Learners will understand how ICT tools and applications enhance productivity, connectivity, and learning.
  - **General Competence:** Learners will be able to explain the importance of ICT in communication, education, and business.
  - **Hook:** "How do you think smartphones, emails, and online classes are changing the way we communicate, learn, and do business? Let's explore!"
- 

### 2. Key Terms / Words / Vocabulary

- Communication tools
  - Online learning platforms
  - Business operations
  - Digital tools
  - ICT applications
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## 3. Sub-Topic: Role of ICT in Daily Life

### 3.1 Introduction

This sub-topic explores how ICT is integrated into everyday life and its impact on key areas like communication, education, and business.

### 3.2 Specific Competence(s):

Learners will:

1. Explain the importance of ICT in communication.
2. Discuss the impact of ICT on education.
3. Describe how ICT is used in business operations.

### Notes:

1. Explain the role of ICT in communication



ICT (Information and Communication Technology) plays a key role in making communication faster and more efficient. It allows people to send messages instantly through email, messaging apps, and social media platforms. Video conferencing tools, such as Zoom or Microsoft Teams, enable real-time communication across the globe. ICT also helps businesses and organizations to reach a wider audience using websites and digital marketing. Overall, it has transformed how people share information and stay connected.

## 2. Discuss the impact of ICT on education

ICT has revolutionized education by providing access to vast amounts of information and resources online. Digital tools, like e-learning platforms, allow learners to learn from anywhere at any time. Interactive technologies, such as smartboards and simulations, make learning engaging and practical. ICT also enables collaboration between learners and teachers through tools like Google Classroom and Microsoft Teams. As a result, ICT enhances both teaching methods and learning outcomes.

## 3. Describe how ICT is used in business operations

Businesses use ICT to streamline their operations and improve efficiency. Accounting software simplifies financial management, while inventory systems track goods and supplies. Communication tools like email and video calls help teams collaborate effectively, even across different locations. ICT also supports online transactions and customer management through e-commerce platforms and CRM software. This technology helps businesses to grow, innovate, and stay competitive.

## 4. Identify real-life examples of ICT applications

ICT is present in many aspects of daily life. In healthcare, electronic medical records and telemedicine are used to improve patient care. In education, platforms like Khan Academy and Coursera provide online learning opportunities. In banking, mobile apps allow users to check balances, transfer money, and pay bills. Social media platforms, such as Facebook and Instagram, enable global communication and marketing. These examples show how ICT is integrated into various sectors to simplify tasks and enhance services.

### Competence 1: Explain the Importance of ICT in Communication

**Definition of ICT:** ICT (Information and Communication Technology) refers to the technologies that provide access to information through telecommunications. Examples include the internet, mobile phones, and computers.

#### Importance of ICT in Communication:

**Faster Communication:** ICT allows instant communication through emails, instant messaging, and video calls, eliminating delays caused by traditional methods.

**Global Connectivity:** People from different parts of the world can easily connect through social media platforms, video conferencing tools, and other online services.

**Cost-Effectiveness:** ICT reduces the cost of communication by providing free or affordable options such as emails, VoIP (e.g., Skype), and social media platforms.

**Accessibility:** Communication is accessible to a wider audience, including individuals in remote areas, through devices like mobile phones and the internet.

**Ease of Sharing Information:** ICT enables easy sharing of large amounts of information, such as multimedia files and documents, across distances.

## Competence 2: Discuss the Impact of ICT on Education

### Positive Impacts:

**Access to Information:** ICT provides learners and educators with vast resources through online libraries, research databases, and e-learning platforms.

**Interactive Learning:** Digital tools like interactive whiteboards, educational apps, and virtual labs enhance engagement and understanding.

**Remote Learning:** ICT supports online classes and distance learning, allowing learners to access education from anywhere.

**Improved Teacher-Learner Communication:** Platforms like Google Classroom and Moodle enable seamless communication and resource sharing.

**Skill Development:** Exposure to ICT tools equips learners with digital literacy, which is essential in the modern world.

### Challenges:

**Digital Divide:** Not everyone has access to ICT due to financial or infrastructural limitations.

**Distractions:** Unsupervised use of ICT devices can lead to distractions like gaming and social media.

## Competence 3: Describe How ICT is Used in Business Operations

### Applications of ICT in Business:

**Communication:** Businesses use emails, video conferencing, and instant messaging to communicate internally and externally.

**Marketing:** Digital marketing through websites, social media, and email campaigns helps businesses reach a larger audience.

**Data Management:** ICT enables efficient storage, processing, and analysis of business data using tools like spreadsheets and databases.

**E-commerce:** Online platforms allow businesses to sell products and services directly to customers worldwide.

**Automation:** ICT tools automate repetitive tasks, improving efficiency and reducing errors. Examples include accounting software and inventory management systems.

Customer Support: Businesses use ICT solutions like chatbots and customer relationship management (CRM) systems to improve customer service.

Benefits of ICT in Business:

Increased Productivity: Automation and efficient communication tools boost productivity.

Cost Reduction: ICT reduces operational costs, such as travel expenses and paperwork.

Enhanced Decision-Making: Real-time data analysis and reporting tools support informed decision-making.

Global Reach: ICT enables businesses to operate on a global scale, expanding their market base.

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### 3.3 Specific Competence 1: Explain the importance of ICT in communication

- **Learning Activities:**
  1. Discuss real-life examples of ICT use in communication (e.g., social media, emails, video calls) in group activities.
  2. Role-play a scenario demonstrating ICT-based communication.
  3. Compare traditional communication methods to ICT-driven communication through a class discussion.
- **Content Tips:**
  - ICT enables instant communication through tools like email, messaging apps, and video conferencing.
  - ICT bridges long distances and supports collaboration in real-time.
- **Suggested Teaching and Learning Materials:**
  - Multimedia presentations.
  - Videos of ICT tools in action.
  - Case studies of ICT use in communication.
- **Assessment Questions:**

1. What is ICT?

**Answer:** ICT stands for Information and Communication Technology, encompassing tools and applications for communication and data handling.

2. How does ICT help learner access information?

**Answer:** ICT provides access to information through online libraries, educational websites, and research databases.

3. What is one way ICT improves learning experiences in the classroom?

**Answer:** ICT improves learning by using interactive tools like smartboards, educational apps, and virtual simulations.

4. Name a platform that supports remote learning.

**Answer:** Platforms like Google Classroom, Zoom, and Microsoft Teams support remote learning.

5. How does ICT benefit teachers in preparing for lessons?

**Answer:** ICT allows teachers to access a wide range of teaching resources, create digital lesson plans, and share materials with learner easily.

6. What is one challenge faced when using ICT in education?

**Answer:** One challenge is the digital divide, where some learner and schools lack access to ICT tools and the internet.

7. How does ICT help in developing students' skills for the future?

**Answer:** ICT helps learner develop digital literacy skills, which are essential for careers in the modern world.

8. Why is ICT important for education in remote areas?

**Answer:** ICT allows learner in remote areas to access online learning resources and participate in virtual classes, overcoming geographical barriers.

9. Name two ways ICT improves communication.

- **Answer:** ICT enables instant messaging and video conferencing.

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### 3.4 Specific Competence 2: Discuss the impact of ICT on education

#### Notes

#### Impact of ICT on Education

The integration of Information and Communication Technology (ICT) into education has revolutionized teaching and learning, making them more interactive and engaging. ICT tools such as computers, smartboards, and mobile devices have enhanced access to information, providing learner and educators with a wealth of resources beyond traditional textbooks. Online platforms and e-learning environments allow learners to access educational materials anytime and anywhere, promoting self-paced learning. This accessibility is particularly beneficial for learner in remote areas, bridging the gap between urban and rural education.

Moreover, ICT fosters collaboration and communication in education. Tools such as video conferencing, discussion forums, and collaborative software enable learner and teachers to connect beyond physical classrooms. This global connectivity allows for the exchange of diverse ideas and perspectives, enriching the learning experience. ICT also supports group projects and peer-to-peer learning, helping learner develop teamwork and problem-solving skills essential for the modern workplace.

In addition, ICT has significantly improved the efficiency of educational administration and management. Digital tools streamline tasks such as attendance

tracking, grading, and curriculum planning, reducing the workload of educators. Advanced data analytics systems provide insights into learner performance, helping educators identify strengths and weaknesses and tailor their teaching strategies accordingly. Such innovations ensure a more personalized and effective approach to education, catering to the unique needs of each learner.

However, the widespread adoption of ICT in education also presents challenges, such as the digital divide and potential overreliance on technology. Not all learner and schools have access to the necessary devices and internet connectivity, leading to inequalities in educational opportunities. Additionally, excessive screen time and reduced face-to-face interactions can impact social skills and physical health. Addressing these challenges requires a balanced approach, ensuring that ICT complements rather than replaces traditional teaching methods. By doing so, the potential of ICT to transform education can be fully realized.

- **Learning Activities:**

1. Watch videos demonstrating ICT in education (e.g., e-learning platforms, digital libraries).
2. Write a short essay about the impact of ICT on education.
3. Conduct a survey on ICT tools used at home or in schools (e.g., laptops, tablets).

- **Content Tips:**

- ICT provides access to online resources, virtual classrooms, and interactive learning tools.
- It enhances collaboration among learners and teachers.

- **Suggested Teaching and Learning Materials:**

- Educational software and apps.
- Devices like tablets, projectors, and computers.
- Internet-based resources.

- **Assessment Questions:**

1. Mention one ICT tool used in education.
  - **Answer:** E-learning platforms like Google Classroom.
2. Write two ways ICT enhances learning.
  - **Answer:** Provides access to digital libraries and supports virtual collaboration.

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### 3.5 Specific Competence 3: Describe how ICT is used in business operations

- **Learning Activities:**

1. Discuss ICT applications in businesses (e.g., online banking, e-commerce, customer management systems).
2. Create a poster showing ICT applications in business.
3. Brainstorm the benefits of ICT in business through group discussions.

- **Content Tips:**

- ICT tools streamline operations through automation, data management, and communication.
- It facilitates e-commerce, global connectivity, and efficient customer service.

- **Suggested Teaching and Learning Materials:**

- Business software demonstrations.
  - Infographics showing ICT applications.
  - Examples of ICT-driven businesses.
  - **Assessment Questions:**
    1. How does ICT support business operations?  
**Answer:** ICT enables automation, online transactions, and efficient communication.
    2. Name three examples of ICT tools used in communication.  
**Answer:** WhatsApp, email, video conferencing.
    3. How does ICT benefit education?  
**Answer:** Enhances access to resources, enables virtual classrooms, and supports collaborative learning.
    4. Name a business process improved by ICT.  
**Answer:** Online marketing.
    5. Give an example of an input device used in ICT.  
**Answer:** Keyboard.
    6. Which ICT tool is commonly used for virtual meetings?  
**Answer:** Zoom or Microsoft Teams.
    7. What is the primary role of ICT in broadcasting?  
**Answer:** Facilitating real-time communication and media dissemination.
    8. Mention one challenge of using ICT in education.  
**Answer:** Digital divide or lack of access to technology.
    9. Name two platforms for e-learning.  
**Answer:** Khan Academy, Coursera.
    10. Define e-commerce.  
**Answer:** E-commerce is the buying and selling of goods and services online.
    11. How has ICT changed business operations?  
**Answer:** By enabling e-commerce, improving customer service, and automating processes.
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#### 4. Expected Standard

- Learners will appreciate and articulate the relevance of ICT in daily life.
- Assessment activities:
  1. Group presentations on ICT use in specific industries.
  2. Practical demonstration of ICT tools.
  3. Written assessment:
    - **Quizzes:**
      - What is ICT?
        - **Answer:** Information and Communication Technology, used for data handling and communication.
      - Name two ways ICT improves communication.
        - **Answer:** Enables instant messaging and video conferencing.
      - Mention one ICT tool used in education.
        - **Answer:** Laptops or e-learning platforms.
      - How does ICT support business operations?
        - **Answer:** Facilitates automation and online transactions.
      - Define e-learning.

- **Answer:** Learning conducted via digital resources and the internet.
- 

## 5. Summary

- **Key Points Recap:**
  - ICT plays a vital role in enhancing communication, education, and business operations.
  - It bridges geographical gaps and increases efficiency.
  - ICT tools like email, e-learning platforms, and e-commerce systems are transformative in daily life.