

ICT 840/1 INTERNAL SEMINAR ITEMS

SECTION A ITEMS.

DATE: SUNDAY 7th SEPTEMBER 2025. **VENUE:** ICT LAB

ITEM 1:

Name of the discussant: AYEBARE DOREEN

Kibuku High school is excited about its upcoming Annual Cultural Festival, which is expected to attract a large crowd from the local community, neighbouring schools, and parents. The festival aims to showcase traditional music, dance, drama, and art, with performances scheduled throughout the day. The organizing committee, led by the school's Cultural Club wants its online presence and events to be memorable and felt for many years to come. Given the large numbers, some people in the audience may not be able to physically watch the performances. The club has got a very large diaspora following who would love to watch the performances as they happen. However, the club members have limited knowledge on the different ICT tools that could help them organize this digital cultural showcase and how to maintain them for future purposes.

You have been identified as a competent ICT learner who can help them.

Task: Make a write-up that could help the club solve their problems.

ITEM 2:

Name of the discussant: AKANKUNDA PROSPER

Mrs. Achieng is the secretary of the community Development Office. Her roles are;-

- ❖ Handling structured data of community members.
- ❖ Keeping the signed approval forms from the community leaders as soft copies.
- ❖ Managing multimedia records of the community activities.
- ❖ Making hardcopies of reports for distribution.

In addition, she is busy preparing for an upcoming community meeting. Mrs. Achieng has limited ICT Skills as she's seeking for help on the ICT tools she can use to accomplish the above tasks and how they can be maintained to ensure their longevity.

Task: Prepare a document that would guide Mrs. Achieng on what to do.

ITEM 3:**Name of the discussant: ATWIJUKIRE DESIRE.**

Kato runs a small agricultural produce store in his town. He keeps records of supplier deliveries, customer orders, and daily sales using notebooks and calculators. Recently, he has faced challenges such as misplaced records, delayed calculations, and difficulty tracking stock levels issues that are beginning to affect his business performance. A friend suggested that digital systems could help him organize his work better.

Kato is open to the idea but is unsure which ICT tools would suit his store. He is also concerned about how to keep business information safe and how to ensure that any digital tools he adopts remain reliable and secure over time.

Task: Prepare a write-up explaining how Kato can overcome the challenges in his business and improve his operations through more efficient methods.

ITEM 4:**Name of the discussant: AKAMPURIRA SHABELLAH.**

Gerald is currently running a stationery shop where he sells scholastic materials and provides photocopying services only. On daily basis he gets clients inquiring about passport size photographs, business reports, fliers, business cards and formal letters. He is concerned that he may lose some of his customers due to limited services. He contacted a company dealing in ICTs which sent him a flier bearing some of the ICT tools such as a digital camera, computer set, projector, CCTV camera, printer, photo copier and a compact disk. Given limited knowledge on the ICT tools listed on the flier, Gerald failed to select which ICTs would be appropriate for his business.

TASK

- (a) Guide Gerald to select the appropriate ICT tools that will help him improve his services and retain his customers.
- (b) Advise Gerald on the threats which can affect his ICT tools and how best he can maintain them in good working condition.

ITEM 5:**Name of the discussant: ARINDA DAPHINE**

Jamal runs a small photography business. He has basic knowledge of computers and uses his desktop computer to edit and store photos for clients. Recently, his computer started slowing down, and he worries about losing his clients' photos. He needs advice on how to speed up his computer, properly store his files, and keep his system secure from viruses and malware.

Task:

- (a) Advise Jamal on how to improve his computer's performance for editing photos, focusing on system maintenance.
- (b) Recommend methods for securely storing his clients' photos and keeping his system safe from potential threats.

ITEM 6:**Name of the discussant: NUWATUHA ASSILY.**

James runs a small grocery store where he manually keeps track of sales and inventory in a ledger. He often faces challenges with tracking stock levels and generating sales reports. A friend suggested using a computerized system to manage his store more efficiently.

James received a catalog with various ICT tools that could help automate his store operations, but he is unsure which tools to choose.

Task:

- (a) Guide James in selecting the appropriate ICT tools to improve his sales tracking and inventory management.
- (b) Advise James on how to keep the ICT tools in good working condition.

ITEM 7:**Name of the discussant: ATUGUMYA GIFT.**

The Head teacher of BBR secondary school is planning to organize an assembly to sensitize 200 new students about the school rules and regulations. The students will be required to assemble in the main hall. The Head teacher would like to have a visual presentation of his speech and also give out a copy of the rules and regulations to each student.

The Head teacher's secretary, who is your brother, has been tasked to prepare whatever the Head teacher will need to have a successful assembly, but has no idea of the appropriate ICTs that can be used and how they are used.

Your brother has approached you for help.

Task:

Explain to your brother the ICTs he can use and how to use them to ensure that the Head teacher has a successful assembly.

ITEM 8:**Name of the discussant: ATUHAIRWE ASHFORD**

Sarah owns a bakery where she uses a simple cash register and takes orders over the phone. Recently, customers have been asking if they can place orders online, pay using mobile money, or get digital receipts.

Sarah is unfamiliar with these new technologies but wants to modernize her business.

Task

- (a) Recommend the ICT tools that Sarah can use to improve her bakery's customer experience and efficiency.
- (b) Suggest measures Sarah should take to secure customer payment information when using these ICT tools.

ITEM 9:**Name of the discussant: KARUNGI DORIS**

Rita runs a small business and uses a single computer to manage her inventory, process sales reports, and maintain customer data. She has basic knowledge of ICT but struggles with starting the system correctly, using spreadsheets to track finances, and securing her data. Rita recently experienced a computer crash that resulted in data loss. She is concerned that if this continues, she may lose crucial business information.

Task:

- (a) Guide Rita in selecting the appropriate ICT tools and practices for managing her business.
- (b) Advise Rita on how to protect her data and prevent further loss through effective security measures.

ITEM 10:**Name of the discussant: NDUHUKIRE MELLON**

Sarah operates a small but growing poultry farm on the outskirts of Masindi town. She keeps physical records of egg production, bird feeding schedules, and customer orders in several notebooks. However, she often loses track of which birds were fed at what time and finds it hard to determine whether she is making profits or losses. Sometimes, her books get misplaced or damaged due to poor storage, and she struggles to summarize sales and production trends for her monthly planning.

Recently, an agricultural extension officer visited her farm and observed these challenges. He advised her to adopt digital tools to manage her records and improve planning and decision-making.

Task:

Advise Sarah on the most appropriate ICT tools she can use to manage and analyze her poultry farm records.

Explain how Sarah can back up her data to avoid future loss or damage.

ITEM 11:**Name of the discussant: KOBUTUNGI DRUSCILLA**

Rebecca runs a small printing and secretarial shop near a secondary school in Rukungiri. Many students and teachers come to her shop to photocopy notes, type reports, or print assignments. However, during the first school term, her business slowed down because her printer frequently failed, her flash disk got infected by a virus, and her customers complained about delays and lost files.

After a discussion with a friend who owns a tech store, Rebecca realized that she needs to improve how she handles files, protects her devices, and maintains her equipment.

Task:

- (a) Explain the ICT tools and practices Rebecca can adopt to prevent file loss and protect her devices from viruses.
- (b) Describe how she can maintain her printer and other ICT tools to ensure smooth service delivery.

ITEM 12:**Name of the discussant: AKANKUNDA PROSPER**

Bwera Community Health Centre III serves a large population in your sub-county. The records assistant at the facility still uses a manual filing system and a typewriter to prepare patient referral forms and drug stock requisitions. With the increasing number of patients, she struggles to keep up with preparing documents in time, making duplicates, and retrieving records efficiently.

Last month, she submitted a letter to the Health Centre In-Charge highlighting how delays in preparing reports and forms affect patient service delivery. The In-Charge has now asked her to write a report recommending tools and methods that would help ease her work in managing patient and supply records. However, she is unsure of what to include and has asked for your help.

Task:

Guide the records assistant on what she should include in the report to improve work at the health Centre.

ITEM 13:**Name of the discussant: KARUNGI DORIS**

In Bwanika Secondary School, learners and teachers struggle with lesson preparation, record-keeping, and engaging students in practical learning. The school recently received some few computers but they have failed to assemble them to start working. The head Teacher wants to introduce relevant software to improve the situation but does not know where to start. As a senior ICT student, you have been asked to suggest appropriate software tools and how they can be used to improve both teaching and learning at the school and show how the recently received tools can be put to work.

Task:

Write an essay explaining how ICTs can be used to support learning and how the management can put the gotten devices to work.

ITEM 14:**Name of the discussant: NDUHUKIRE MELLON**

RP Secondary School is one of the greatest performing schools in your location and has a school secretary who uses a typewriter for typing the activities of integration for some teachers and also types assessment examinations that students do at the end of their study cycle. At the End of last term, the secretary wrote a report to the school administration highlighting the challenges she faces to come up with the required number of copies for the activities of integration and Assessment examinations due to the big number of students in the school.

One of the school administrators has asked her to make a report outlining what would make her office work easy. However, the secretary is unable to identify what is needed to be included in the report and has approached you for help.

Task: Guide the secretary on what would be included in the report

ITEM 15:**Name of the discussant: KOBUTUNGI DRUSCILLA**

Your school is very excited after winning this year's Ball Games 11 Championship! The school is planning to hold a party to celebrate their victory and reconnect with old students. To include everyone in the celebrations, the school wants to use live video streaming to share all the exciting moments for those joining online. The school is willing to buy all the necessary ICT Tools for the success of the event.

However, the games' teacher who is leading the event planning is not sure about which ICT tools to work with and how to manage them effectively such that they last long.

Task:

Prepare a write-up describing the tools needed by the games' teacher to have a successful party and how they would be managed.

Reminder!

EOC 1: *The learner appreciates and manages the computer system.*

- ✓ The learner is expected to mention a relevant ICT tool.
- ✓ Explain how it is used/applied
- ✓ Give a correct maintenance and safety tip

The compulsory item in paper one, Section A comes from the Theme of Computer system which covers four topics;

1. Introduction to ICT -----Covered in senior one, Term one
2. Computer Hardware and system start up.---Covered in senior one, Term two
3. Basic software management-----Covered in senior Four ,Term two
4. System and Data security.-----Covered in senior Four, Term three

Aim at getting all the scores on Item 1....why not!

SECTION B: Part one Questions:

ITEM 1:

Name of the discussant: AKAMPURIRA SHABELLAH

A company deals in used computers and supplies them to a number of institutions. One of the institutions that buys computers from the company, has complained of frequent breakdown of the computers received. Those that cannot be repaired are either locked away in a store or dumped in open spaces around the institution. Some learners continue to tamper with these machines out of curiosity, raising concerns about information security. Meanwhile, the institution has a high workload, and most users spend long hours on the computers. As a result, several of them have reported discomfort and possible health concerns. The administration is now seeking guidance on how to handle these ICT-related challenges more responsibly.

Task:

- (a) Advise the institution on how to manage the unusable computer equipment and identify the stakeholder involved.
- (b) Sensitize users on the possible causes of the ill health or discomfort and suggest possible solutions.

ITEM 2:

Name of the discussant: ARINDA DAPHINE

A secondary school recently experienced a break-in, in which several computers and network devices were stolen from the ICT lab. Other parts, including keyboards and hard drives, were left broken and scattered on the floor. Behind the lab, two old computers that once served as file servers were found covered in dust and no longer functional due to failed power supplies. The thieves had opened the cases and taken the hard drives. The laboratory attendant later dumped the remaining damaged parts outside the lab.

As the school begins to replace stolen devices, the administration is concerned about ICT equipment safety, the careless disposal of damaged parts, and the risk of sensitive information falling into the wrong hands.

Task: (a) Explain the likely **causes** of the incident and **suggest measures** to prevent future ICT-related theft and damage.

(b) Advise the school on how to properly **manage** the damaged equipment and avoid creating harmful **e-waste** in the environment.

ITEM 3:**Name of the discussant: ATUGUMYA GIFT**

Your uncle has recently completed his Law degree and started working at EquiLegal Advocates, a busy private law firm in your town. The firm has computerized nearly all its operations, including case filing, legal research, and client communication. Your uncle now spends long hours working on digital case files, preparing documents, and attending virtual meetings.

Over time, he has started experiencing health challenges such as frequent headaches, neck pain, and eyestrain. Additionally, several of the office's ICT devices—including desktop computers, scanners, and a network printer—have broken down. The firm had previously hired unqualified technicians to repair these machines, which only worsened the situation. The managing partner has now tasked your uncle with ensuring proper handling of the broken ICT equipment. Feeling overwhelmed, he has approached you for guidance.

Task:

Guide your uncle on how to manage the health issues caused by prolonged ICT use and how to safely handle the broken-down ICT equipment at the law firm.

ITEM 4:**Name of the discussant: ATUHAIRWE ASHFORD**

SilverTrack Tours & Travel is a growing company that specializes in organizing safaris, booking hotels, and arranging international travel for clients. Recently, the company launched an online promotion that attracted many customers. As a result, staff at the bookings desk now spend long hours handling online reservations, issuing tickets, and updating travel records. Some of the staff have started complaining of ill health due to prolonged use of ICT tools.

Meanwhile, several outdated computers and tablets have been dumped behind the office after a recent system upgrade. These old devices, many of which still contained client travel records, were picked up by scrap collectors and sold. One of them was powered on and found to contain scanned copies of passports and visas, which were later shared online.

A concerned client who saw his travel documents circulating on social media has contacted the company, warning that this could lead to serious legal and reputational consequences if not handled properly.

Task:

a) Write a short advisory note to the staff at SilverTrack Tours & Travel on how to address the health challenges associated with prolonged use of ICTs.

b) Provide detailed guidance to the company on how to properly manage its broken or outdated ICT equipment (**e-waste**) to avoid further data leaks and environmental harm.

ITEM 5:**Name of the discussant: ATWIJUKIRE DESIRE**

Minerva City Council Office is responsible for managing various ICT infrastructures, including servers, routers, switches, desktop computers/laptops, and peripheral devices like scanners and printers. Recently, the office has experienced frequent network disruptions and equipment failures. The malfunctioning and outdated ICT devices, such as broken routers, obsolete servers, and unused printers among others, are either piled or left exposed outside, creating disorder and potential safety hazards.

Additionally, staff members spend long hours working at their desks, which has led to reports of fatigue, back pain, eye strain and many others. The management is unsure how to handle the accumulation of unusable ICT equipment and how to handle staff health, discomfort and working conditions.

Task:

- (a) As an ICT consultant, advise the Minerva City Council Office on how to properly manage the unused ICT equipment to free up space, prevent environmental hazards and ensure safety.
- (b) Recommend strategies and practical measures to improve the health, comfort and productivity of staff members, including sustainable solutions for workspace ergonomics and equipment management.

ITEM 6:**Name of the discussant: AYEBARE DOREEN**

Kekko Secondary School has a storeroom filled with outdated ICT gadgets and tools, including old projectors, malfunctioning tables, obsolete printers, and unused networking equipment. These items have been in use for over a decade and are no longer operational or relevant to the school's current ICT needs. The accumulation of these gadgets has created a mess, limited space, and digital learning tools to enhance classroom instruction and as a result, both staff and students spend a lot of time on this newly acquired ICT tools in the name of research, self-learning and reviewing taught lessons which have led to a lot of health concerns. The school administration wants to create awareness on prolonged or improper use of ICTs and the environmental and health risks associated with improper disposal/handling of obsolete ICT gadgets and tools.

You have been identified as an ICT expert who can give guidance on this.

Task: Provide a sensitization write-up the school administration can use.

ITEM 7:**Name of the discussant: NUWATUHA ASSILY**

In the town of Kireka, many youths spend long hours gaming or watching online content without breaks, leading to serious health complaints costing them a lot of money to treat. Additionally, residents are recklessly discarding damaged electronic devices in water trenches and dumping grounds which has started threatening the environment. To make matters worse, several people recently lost personal data after leaving their old phones and laptops at roadside repair shops without wiping them. You are part of a school club invited to create a community training session called "Digital Living Responsibly."

Task: Write a detailed awareness script that will be used by the school club to make the awareness to the public.

ITEM 8:**Name of the discussant: KOBUTUNGI DRUSCILLA**

Joan is a young mobile money agent in a small town. She works from morning till late and spends most of the day on her phone. Recently, she began experiencing hand pain and headaches. At home, she keeps old routers, phones, and batteries in one corner of her bedroom. One day, her younger brother unknowingly posted screenshots of her customer records on social media, thinking they were games.

Joan is overwhelmed and confused because these challenges are stopping her from fulfilling her daily life duties.

Task: Write a piece of practical advice for Joan on how she can handle her problems that are affecting her daily life.

ITEM 9:**Name of the discussant: AKAMPURIRA SHABELLAH**

Your Aunt who has finished her university course has been employed by one of the most prominent financial institutions in your location. The Institution has computerized most of its work and she is tasked with a lot of work which keeps her busy for longer hours while using ICTs. This has made her experience some health issues. In her office, there are several ICTs that broke down because the institution has been servicing the ICTs through unprofessional technicians.

The institution head has asked your Aunt to properly handle the broken-down ICTs. However, she lacks the knowledge on how best to handle her challenges and has approached you for help.

Task:

Guide your Aunt on how to effectively handle her challenges.

ITEM 10:**Name of the discussant: AKANKUNDA PROSPER**

EcoTech Solutions is a local electronics repair kiosk. Recently, the kiosk launched a discount on repair of smart electronic devices. This has led to an increase in the number of customers bringing in faulty devices. The technicians working on the faulty devices spend a lot of time repairing and resetting devices and are complaining about health issues.

Several devices that are beyond repair are often abandoned by the clients at the kiosk and are later disposed of at a pit in the nearby trading center. Recently, a recycler who is your friend picked some devices and was able to power up one which had some information which he shared online via social media platforms. Your relative who is their client got a sudden call from a friend informing him about an incident of his academic documents circulating on all social media and has informed the kiosk owner to sort it out.

Task:

- (a) Explain the likely causes of the incident and suggest measures to prevent future ICT-related theft and damage.
- (b) Advise the school on how to properly manage the damaged equipment and avoid creating harmful e-waste in the environment.

ITEM 11:**Name of the discussant: ARINDA DAPHINE**

At Bright Future Secondary School, the administration has observed that many learners are increasingly distracted in class due to constant use of smartphones and other digital devices. Some students secretly browse social media during lessons, while others stay up late chatting, watching videos, or playing games. This has contributed to poor academic performance, complaints of fatigue, and health concerns like eye strain and poor sleep patterns.

Concerned about the situation, the school principal proposes a campaign to raise awareness about the consequences of excessive ICT use and promote healthier digital habits among students.

Task:

Prepare a short guide for students on responsible internet use, highlighting potential dangers of misuse and how to use the internet ethically and safely in a school setting.

ITEM 12:**Name of the discussant: ATUGUMYA GIFT.**

During a class group presentation at Lakeside Secondary School, students attempted to use a projector to display their PowerPoint slides. The student responsible for setting up the equipment mistakenly plugged the projector's power cable into an incompatible socket without checking the voltage. This resulted in a sudden electrical surge, which caused the projector and the connected laptop to stop functioning. There was also a burning smell, causing panic in the class.

Later, the ICT teacher discovered that the equipment had not been tested or maintained for months and that learners were not given guidance on proper hardware handling.

Task:

- (a) Explain the causes of such ICT hardware damage and the precautions that learners and the school should take to prevent electrical accidents and protect devices
- (b) Describe how the school can manage and safely dispose of damaged or obsolete ICT equipment stored in the lab or other offices.

ITEM 13:**Name of the discussant: ATUHAIRWE ASHFORD.**

A primary school in your district has been using outdated computers for years. Recently, some of the machines have stopped functioning, and the school administration has decided to replace them. The school plans to discard the old computers but is unaware of proper e-waste disposal methods. They are also concerned about the security of student data stored on the old computers.

Task:

- (a) Advise the school on secure methods to erase all sensitive student data from the old computers before disposal.
- (b) Provide guidelines for environmentally safe disposal of electronic waste.

ITEM 14:**Name of the discussant: ATWIJUKIRE DESIRE.**

A tech start-up has a growing team that frequently shares files and collaborates using online platforms. Recently, a few employees have raised concerns about their personal health, citing issues like back pain, eye strain, and general discomfort due to prolonged computer use. Additionally, the company's IT department has discovered that a large number of unused electronic devices are piling up in storage

Task:

Provide recommendations for improving employee health and safety in the workplace regarding ICT use. Additionally, suggest measures the company can take to properly manage and dispose of unused electronic devices.

ITEM 15:**Name of the discussant: AYEBARE DOREEN**

A community hospital has been facing repeated breakdowns in its ICT infrastructure. The hospital's patient management system went offline for a week, leading to the loss of medical records. Furthermore, some computers have been infected with viruses due to unauthorized access to external storage devices.

Task

- (a) Identify possible reasons for the repeated system failures and recommend solutions to prevent them.
- (b) Explain how the hospital can protect the ICT infrastructure from cyber threats and manage the ICT Junk.

ITEM 16:**Name of the discussant: KARUNGI DORIS**

Many teenagers in a local school have started using public Wi-Fi hotspots to access the internet on their mobile phones. However, they are unaware of the risks involved, such as exposing their personal information or being tracked online. The school administration wants to raise awareness about online safety and the responsible use of ICT.

Task Prepare a short presentation that highlights the dangers of using public Wi-Fi without proper security measures and give tips on how to stay safe online.

ITEM 17:**Name of the discussant: KOBUTUNGI DRUSCILLA**

A fire broke out in the library of a university, destroying several computers and important academic records stored on the server. Some damaged books and computer parts were left scattered on the floor.

The next morning, the librarian collected the damaged items and considered discarding them.

Task:

- (a) Advise the librarian and the university management on what might have caused the fire and the measures they should take to prevent such incidents in the future.
- (b) Demonstrate how the university can manage and possibly restore the damaged books and computer parts.

ITEM 18:**Name of the discussant: NDUHUKIRE MELLON**

Students at **Modern high school** are frequently using smartphones and other devices during classes and late into the night, leading to distractions, poor academic performance, and health issues such as eye strain and sleep deprivation.

The school principal wants to address this issue through a campaign to educate students on responsible use of ICT.

Task:

Prepare a presentation for the students about the negative consequences of excessive ICT use and suggest strategies for balanced and healthy usage.

ITEM 19:**Name of the discussant: NUWATUHA ASSILY.**

AB trading Centre has experienced a major increase in population along with an increase in prolonged use of ICTs. Your friend Moses, a councilor, has noticed an overwhelming amount of ICT junk dumped carelessly and an increase in internet abuse.

He feels this may cause environmental and health issues among the population. Moses would therefore like the people to be sensitized, but lacks information on how to manage; ICT junk, internet abuse and health related issues that may arise due to prolonged use of ICTs. He has approached you for help.

Task:

Provide the information Moses can use to sensitize the population.

ITEM 20:**Name of the discussant: AKAMPURIRA SHABELLAH**

Your aunt Amina has worked with a company for over 15 years where her main responsibility is to type company documents. Over time, the work at the company has increased and so she has to use the computer for longer hours to produce the required documents.

As a result, Amina has started experiencing many health-related issues some of which are; persistent mild headache and backache. Of recent, she has been given the responsibilities of managing the old unused ICTs which have congested her office and also ensuring the safety of the new ICTs she uses to produce the documents. Amina has challenges of how to deal with the health-related issues and handle the recently given responsibilities. She has come to you for help.

Task:

Provide your aunt with solutions to her challenges.

ITEM 21:**Name of the discussant: AKANKUNDA PROSPER.**

At Bukoto Modern School, an old desktop in the staff room suddenly crashed after a suspected power surge. It was later discovered that the antivirus was outdated and the system had been infected through a flash disk, leading to the loss of administrative records. Meanwhile, several other computers that had broken down over the years were piled in a store room, gathering dust and leaking components. The deputy head teacher is now concerned about both the safety of school data and the environmental effects of the dumped equipment.

Task:

- (a) Explain the possible causes of the above issues and suggest measures the school should take to protect data and prevent ICT equipment damage.
- (b) Describe how the school can manage the unused or damaged ICT equipment responsibly.

ITEM 22:**Name of the discussant: ARINDA DAPHINE.**

At Bwera Youth Centre, a digital entertainment corner was set up to help youth improve their computer skills. However, some visitors spend excessive hours playing games, watching videos, or browsing unregulated websites using shared devices. Others stay online late into the night or use their phones while walking along the road.

Recently, some reported health issues such as eye strain and neck pain, while others lost personal information after using unsecured sites.

Task:

Explain the consequences of careless ICT usage among youth, especially in relation to health, safety, and data protection. Recommend ways these risks can be reduced through better digital habits and safe internet practices.

ITEM 23:**Name of the discussant: ATUGUMYA GIFT.**

The Board of Governors of your school set up a new computer lab and secured an internet connection for the school. This new access to technology has changed how teachers do their work with smart phones and laptops. They spend a significant amount of their time online doing both academic and personal research, leading to **health concerns**.

The school also stopped hiring services in the nearby town and instead uses the new printers to produce examination papers, parents' circulars and several other official documents. As a result, several used-up cartridges, old CDs, and other non-functional devices, have been scattered in the lab.

As the president of ICT club, one of the school administrators approached you for an easy way on how to fix these problems.

Task:

Prepare a write up describing;

- (a) How the school administration can address the health concerns of the teachers.
- (b) A plan on how the school can manage the scattered devices.

ITEM 24:

Name of the discussant: ATUHAIRWE ASHFORD

A busy internet café in your neighborhood has been dumping electronic garbage including old computers and parts, in an open area, causing harm to the environment and health risks. Despite repeated complaints from locals, the owner continues to litter and burn them in an open area near his internet café.

Many young people spend long hours at this café using the internet, which has exposed them to online harassment, harmful content, and false information leading to negative impact on their school work and social life. One of the elders got concerned and also reported to the local authority the concern of dumped tools and the behaviours of the young people while on the internet.

Your uncle who is the Chairman LC 1 intends to advise the café management but lacks the right information.

Task:

Make a write up your uncle can use to guide the café management on the challenges raised.

ITEM 25:

Name of the discussant: ATWIJUKIRE DESIRE.

In the previous week on Friday, thieves broke into the computer laboratory of a school and stole various equipment. The network server was amongst the stolen equipment's and a lot of the school's vital information was lost on that day. During the same incidence, some computer parts were broken and scattered all over the computer laboratory floor. The following morning, the computer laboratory attendant collected the damaged parts dumped them at the garbage pit assuming that most of them would no longer function.

TASK

(a) Advise the computer laboratory attendant and the school management on what could have caused such occurrences and the measures they should put in place to prevent similar incidences.

(b) Demonstrate how the school and other partners can manage the items dumped at the garbage pit.

ITEM 26:**Name of the discussant: AYEBARE DOREEN.**

The youth today are fond of spending most of their time using ICT devices while on the road and being online late in the night. Majority of the youth are not aware of the consequences of continuous use of ICTs and some have suffered from health issues, data loss, and breach of privacy. The newly elected chairperson of the youth at the district wishes to address this challenge through a sensitization campaign on the topic "ICTs and the youth today".

TASK

a) As an ICT literate, you have volunteered to talk to the youth. Prepare a presentation about these consequences and how they can be solved to save the youth.

SECTION B. PART 11 QUESTIONS.**ITEM 1:****Name of the discussant: KARUNGI DORIS**

The government of Uganda in February 2022 launched a program known as parish Development Model (PDM) fund to support parish based SACCOs through financial support of 100 million shillings annually for five years. This financial support aims to strengthen the subsistence household into the money economy by providing low interest loans via the parish revolving funds organized groups across all parishes in Uganda. **Source: New vision 26th Feb. 2022.**

Mukasa, a coffee farmer in your village, felt very happy upon learning about the Parish Development Model (PDM) on the local radio station. For a long time, his farming group, "**BONNA BAGGAGGAWALEE**", had difficulties in getting enough funds to improve their coffee production and sales. The PDM appeared to be the opportunity they have been waiting for. However, their excitement turned to disappointment when they contacted the PDM focal person in their parish who explained to them the application process. They were required to obtain the form from the district website (www.dst.pdm/form), download and fill it manually, attach a passport photograph, scan the filled form, and send it to him via his email address (pdmfocalperson@gmail.com). This presented a considerable obstacle for the group, as the majority of the members, including Mukasa, possessed limited knowledge of ICT since they are required to submit before the end of the month. The group members approached you for help.

Image: Individual Loan application for PDM.

Enterprise Group Management Committee members to sign on each page

.....PDM SACCO

INDIVIDUAL LOAN APPLICATION FORM

Attach Customer
Passport
Photograph

Name of Enterprise Group

Date of application: ____/____/____

1. BASIC INFORMATION ON THE APPLICANT:

Full Name of Applicant:.....

NIN No.Marital status:

Date of Birth:Phone No.

Gender:Disability? YesNo

Residential address

Village/Cell/Zone

Parish/Ward.....

Source:

https://kayunga.go.ug/sites/default/files/PDM%20SACCO%20Loan%20Application%20Individual-1_0.pdf

TASK:

Make a write up guiding Mukasa and the group members so that they access the funds before the deadline.

ITEM 2:

Name of the discussant: KOBUTUNGI DRUSCILLA

"Let's save", a local village savings and loans association which saves and gives soft loans has been in existence for years. Recently, they changed their operation from manual methods of applying for the loans to electronic.

When Ms. Jalia your neighbor approached them for a soft loan, she was told that she needed to follow the new procedure which involves accessing an application form from their website (www.letssave.co.ug), fill it digitally, add a copy of National ID, and a Passport photo and then re-submit it though the same website. Mrs. Jalia is unfamiliar with the procedure and has shared with you as a friend who is ICT literate to help her through the process.

Task.

Prepare a write up that can guide Ms. Jalia on the steps she needs to take to successfully apply for the loan.

ITEM 3:**Name of the discussant: NUWATUHA ASSILY.**

Kevin, a Senior Four student, saw a bursary advert on the website of an NGO that supports needy learners. The advert explains that eligible applicants must be continuing students who demonstrate good academic performance and genuine financial need. His application requires a recent report card and a recommendation letter from the Headteacher. He is also expected to download a form from the NGO's website, fill it digitally, and email everything to bursaries@hopeuganda.org before the deadline.

Kevin has never done such an application before. He is unsure about how to access the form, prepare the required documents, or complete the submission. He has approached you for help.

Task:

Write a step-by-step guide that Kevin can follow to complete and submit the bursary application online successfully.

ITEM 4:**Name of the discussant: NDUHUKIRE MELLON**

A women's SACCO in your district has received a notice from the District Commercial Office asking them to submit an updated list of their registered members. The list must include each member's name, phone number, amount saved, and any outstanding loan balance. The notice also states that the SACCO must download a standard form from the District Development website, fill in the member details accurately, and then submit the completed form through the same website before the deadline.

The SACCO chairperson has never done such a task online and does not know how to proceed. She has approached you for guidance.

Task:

Write a step-by-step guide that the SACCO chairperson can follow to complete and submit the member data form through the District Development website successfully.

ITEM 5:**Name of the discussant: AKAMPURIRA SHABELLAH**

Mary grace is a qualified secondary teacher who has taught in a secondary school for quite long. She has been earning a monthly salary of shs. 300000 which was not paid at the exact end of the month.

Recently, she got access to a newspaper and luckily enough she landed on her dream job in an advert as shown below.

Katalero secondary school
Website: <https://www.kssu.ac.ug>
Vacancy title: science secondary teacher
Salary : shs. 1,500,000
Level reached: BSCE
Job application procedure: send your application , academic credentials, CV, passport photos to katalero@gmail.com
Last date for submission: Friday, august 30, 2025

The school requires applicants to submit application letter, curriculum vitae (CV), academic documents and passport photos online. However, Mary grace's Academic documents are kept somewhere in an envelope and she does not know how to go about this process and has approached you for help.

TASK

(a) Guide Mary Grace through the procedure by providing a write up showing the required steps and ICT tools that Mary grace should use to successfully submit her job application.

ITEM 6: Name of the discussant: AKANKUNDA PROSPER

The Government of Uganda wishes to boost all saving and Credit Cooperative Organizations (SACCO) in various districts by providing them with funds. An elderly SACCO wishes to apply for the funds and the group does not want to miss out on this great opportunity. They are required to access an online template, fill it with the SACCO details before the deadline which is soon.

The chairperson of the SACCO finds it challenging to download, fill and submit the filled form to the district website since she lacks ICT skills.

PROJECTS APPLICATION FORM

PROJECT IDNO:

(Assigned by the District Focal Point Person after Project Approval)

1.0 Project Identification Information:

- 1.1 Project Name: _____
- 1.2 Component (i.e. Skills Development or Livelihood Support): _____
- 1.3 Sector (e.g. Agriculture, Trade & Industry etc.): _____
- 1.4 Project Type (e.g. Dairy Production, Carpentry, Fish farming etc.): _____
- 1.5 Project Location:
- Village/Cell: _____ Parish/Ward: _____
- Sub-county/Division/Town Council: _____
- District: _____ Location (tick appropriate box): Rural [] Urban []
- 1.6 Project Contact Person (Name & Telephone of Chairperson of the Youth Interest Group):
- Name: _____ Telephone: _____

TASK

(a) The Chairperson approaches you to guide her through the required procedure. Provide a write-up indicating the necessary steps and ICTs to be used by the Chairperson.

ITEM 7:

Name of the discussant: ARINDA DAPHINE

Okello, a youth leader in a remote district, was selected to attend a government-funded online training on leadership and project writing. The organizers told him to: Download the training app from a provided link, Install and register using his national ID, Join live training sessions at set times, and submit assignments via the platform's document upload section. Okello has never used any learning management system before and doesn't know how to follow the instructions.

Task:

Guide Okello by outlining the step-by-step procedure he should follow to successfully participate in the online training, indicating the ICT tools required.

ITEM 8:

Name of the discussant: ATUGUMYA GIFT

Ms. Kabonesa, a midwife in a rural health center, wants to reduce the number of patients coming for minor consultations. She heard about online health services that could allow people to get basic advice from home. She wants to: Create a WhatsApp group for pregnant mothers, Share health tips and voice notes regularly, Use patients' Forms that will be shared on WhatsApp group to collect symptoms, Link patients to virtual doctors when necessary by forwarding their details to doctors. She turns to you for help setting this up.

Task: Write a step-by-step plan she can follow to implement this digital health outreach using ICT tools.

ITEM 9:**Name of the discussant: ATUHAIRWE ASHFORD**

Your cousin was recently employed by the Town Clerk's Office in your municipality. One of her main responsibilities is to compile a daily report showing the number of registered market vendors and those who have fully paid their daily fees.

This report must be submitted to her supervisor via the email address [clerkreports@towncouncil.go.ug] (clerkreports@towncouncil.go.ug) before the office closes each day.

Although your cousin is confident in gathering the required information, she is confused about how to organize the data, prepare the report on a computer, and send it via email. She has now asked you to assist her so she can meet her deadline without errors.

Task:

Provide a step-by-step guide that your cousin can follow to compile the report and send it successfully to her supervisor's email address.

ITEM 10:**Name of the discussant: ATWIJUKIRE DESIRE.**

A local NGO that supports vulnerable learners with school bursaries has announced a new round of bursary applications. The process requires applicants to download an official bursary form from the NGO's website, fill in their personal and school details accurately, and then upload the completed form back to the website before the deadline.

Kent, a Senior Four student in your neighborhood, has been nominated by his school for the bursary. However, he has never filled or submitted a form online and is confused about how to go about it. He has approached you for help so that he doesn't miss the opportunity.

Task:

Write a step-by-step guide that Kent can follow to access the bursary form, fill it out properly, and submit it through the NGO's website successfully.

ITEM 11:**Name of the discussant: AYEBARE DOREEN**

Sarah is an aspiring teacher who has academic certificates and transcripts stored in physical (hardcopy) form. She recently learned about a teaching position at Educator Plus Academy, which requires applicants to submit their application documents online through the company's official website:

<https://www.educatorplus.edu>

The application process involves downloading and electronic application forms, filling it out, and uploading scanned copies of her certificates and transcripts along with her

application. Sarah is unfamiliar with the steps involved in completing this process successfully.

Task:

Prepare a clear step by step guide explaining the ICT tools and procedures Sarah can follow to download, fill and submit her application form and documents online.

ITEM 12:

Name of the discussant: KARUNGI DORIS

Mr. Kamau, the Operations Manager at Green Valley Hospital, is in an urgent meeting with the department heads discussing upcoming projects. Suddenly, he remembers a critical patient report stored on his desktop that he needs to review immediately. To avoid disrupting the meeting, he calls his junior assistant to retrieve the document from his computer. Mr. Kamau provides the assistant with the exact file path:

D: \HospitalRecords \PatientReports \ReportMarch2025.docx

The assistant, who has limited ICT skills, needs guidance on how to locate, open and print the document efficiently.

Tasks:

As an ICT support advisor, provide a clear, step-by-step guide with the necessary ICT tools and gadgets that the assistant can follow to locate, verify, and print the report successfully.

ITEM 13:

Name of the discussant: KOBUTUNGI DRUSCILLA

Joel, a Senior Four student at King's View Secondary School, has been nominated to represent his district in a national ICT quiz competition. The competition will be held online, and participants are expected to register using a website, log in using credentials provided after registration, and complete the quiz under timed conditions. Joel is excited about the opportunity but admits he has never participated in an online assessment before.

He approaches you for help, worried about technical mistakes he might make during registration, accessing the platform, or submitting the quiz properly.

Task:

Write a detailed step-by-step guide for Joel on how to register, prepare for, and successfully participate in the online quiz using ICT tools.

ITEM 14:**Name of the discussant: NDUHUKIRE MELLON**

The Uganda National Cultural Council is running a competition where youth groups across the country are invited to submit proposals for community arts and culture projects. Submissions are to be made through a national online platform in PDF format. The deadline is just a few days away.

A youth drama group in your community, led by a passionate but computer-illiterate coordinator, has drafted their proposal on paper and needs urgent help converting it into a digital format and submitting it online. The coordinator heard that you are good with computers and has asked you for assistance.

Task:

Write a step-by-step guide to help the group leader complete and submit the proposal successfully online.

ITEM 15:**Name of the discussant: NUWATUHA ASSILY**

An international children's magazine has invited Ugandan learners to submit articles on environmental conservation. Submissions must be typed, saved in the correct format, renamed properly, and uploaded through a special website link. Students are also required to attach a scanned passport photo and a short bio in one folder.

Sarah, a Senior Two student at Kitebi High School, has written her article but is unsure how to prepare the digital files, organize them, or upload them to the website.

Task:

Write a step-by-step guide to help Sarah prepare her article, bio, and photo in the correct digital format, organize them into a folder, and upload them successfully through the magazine's online submission link.

ITEM 16:**Name of the discussant: AKAMPURIRA SHABELLAH**

The Uganda Electoral Commission is updating the National Voters' Register in preparation for the 2026 general elections. Citizens are required to verify their details online and submit any corrections, such as changes in name spelling, date of birth, or residential address, using the official portal.

Your neighbor, Mr. Bukenya, has discovered that his name and residential address were recorded incorrectly on the register. He would like to submit the correct information and supporting documents, but he does not know how to go about preparing the information or sharing it online.

Task:

Explain how Mr. Bukenya can prepare the necessary documents, organize them appropriately on a digital device, and upload them securely through the voter verification portal.

ITEM 17:**Name of the discussant: AKANKUNDA PROSPER**

Nice Tech is a fast-growing business company that deals in online business transactions in your district. It has employed your sister to handle a number of tasks, among which is to compile a report showing daily analysis of customers who have placed their orders and those who have picked up their orders from the different pick-up points. This report is to be sent to her overall supervisor's address at nicetechsupervisor@gmail.com before the closure of the day.

Unfortunately, she is stuck on how to send the report because of lack of skills and knowledge needed to achieve this and she has approached you for help.

Task:

Provide a step-by-step guide that can enable your sister perform her duty as expected.

ITEM 18:**Name of the discussant: ARINDA DAPHINE**

Your close friend runs a small but busy stationery and printing shop in your local area. Among the many services offered, the shop specializes in typing and printing handwritten documents for clients, as well as selling general stationery supplies. Recently, a client brought in a handwritten Curriculum Vitae (CV) and requested that it be typed and printed for later collection. Your friend promptly worked on the document using a word processor and saved it under the file name 'Client CV'.

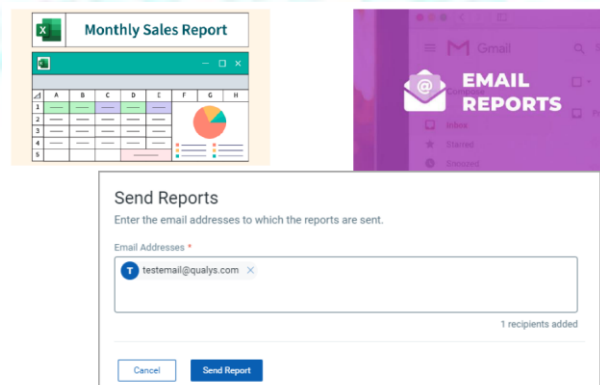
Unfortunately, your friend did not print the hard copy immediately. When the client returned to collect the completed CV, your friend could not locate the file on the computer yet the owner wanted it and now your friend has approached you for help.

Task:

Provide written guidelines your friend can follow to enable the customer have the curriculum vitae.

ITEM 19:**Name of the discussant: ATUGUMYA GIFT**

John has recently been promoted to the role of sales manager at a company that distributes agricultural equipment. His new position requires him to use spreadsheet software to prepare sales reports, but he has never used this type of software before. He is also required to send these reports via email to the company's headquarters.



Task

Guide John on how to create a simple sales report using spreadsheet software and provide the steps he should follow to email the report.

ITEM 20: **Name of the discussant: ATUHAIRWE ASHFORD**

The local farmers' cooperative wants to apply for a government grant to expand its operations. The application must be submitted through a government portal, but the cooperative members are not familiar with online application procedures and fear they might make mistakes in the process.

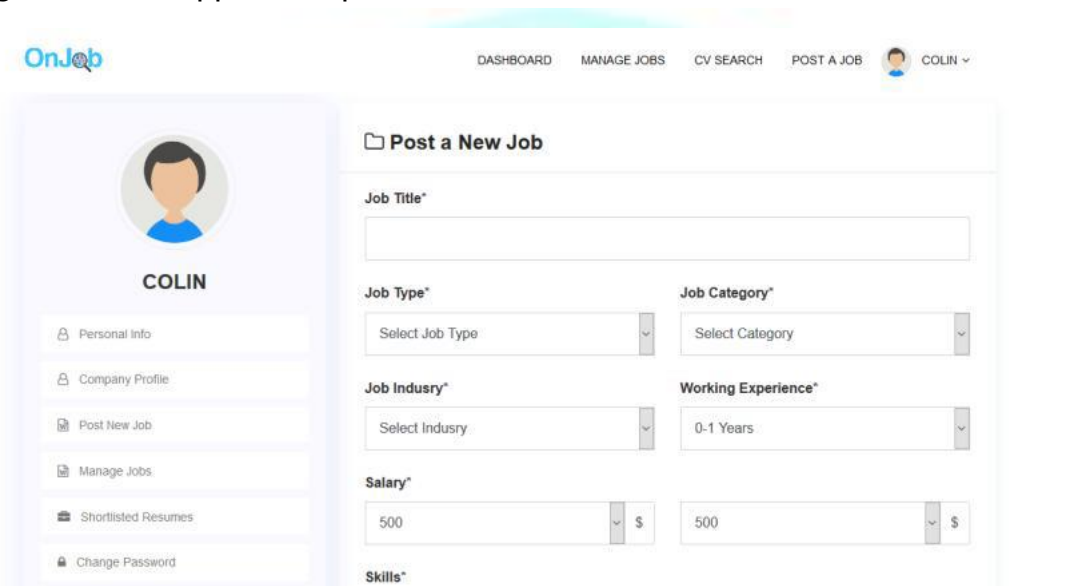
The screenshot shows a web form titled "Upload Document" with a close button (X) in the top right corner. Below the title bar, there is an information icon and a note: "Please note uploaded document will be directly saved to the database." The form contains three main sections: 1. "Category *" with a dropdown menu currently showing "Select". 2. "Attach Document *" with a "Choose files" button (highlighted with a red box), the text "No file chosen", and a "(max 10.00 MB)" limit. A red note above this section states: "Please note that the file types allowed in the system are .docx,.pdf,.doc,.jpg,.jpeg,.gif,.xls,.xlsx". 3. "Document Comments" with a rich text editor toolbar (containing Bold, Italic, Underline, Bulleted List, Numbered List, and Link/Unlink icons) and a large text area. At the bottom of the form, there is an "Upload" button (highlighted with a red box).

Task

Provide a detailed write-up to help the cooperative members download the application form, fill in their details, and submit it successfully online. Include recommendations for securing their information during the process.

ITEM 21:**Name of the discussant: ATWIJUKIRE DESIRE**

Anna is a recent university graduate looking for a job. She found an online job listing that requires applicants to submit their resume, cover letter, and academic transcripts through an online application portal.



The screenshot shows the OnJob application portal. On the left is a user profile for COLIN with a navigation menu: Personal Info, Company Profile, Post New Job, Manage Jobs, Shortlisted Resumes, and Change Password. The main area is titled 'Post a New Job' and contains a form with the following fields: Job Title* (text input), Job Type* (dropdown menu), Job Category* (dropdown menu), Job Industry* (dropdown menu), Working Experience* (dropdown menu), Salary* (input with a currency selector set to \$), and Skills* (text input). The salary field currently shows '500'.

Anna has her documents in physical format and is unfamiliar with the process of digitizing and submitting them online.

Task:

If Anna asks for your guidance, provide a write-up detailing the steps and ICT tools she should use to successfully digitize and submit her job application online.

ITEM 22:**Name of the discussant: AYEBARE DOREEN**

A community-based health organization is applying for a grant to fund a new health initiative. They need to access an online application form, fill it with their project details, and submit it before the deadline.

MINI GRANT APPLICATION
For Businesses with Fewer Than 20 Employees

Name _____ Title _____ Phone(s) _____

Business Name _____ Email _____ FAX _____

Business Address _____ Zip _____

Determine which category you qualify for (must meet all of the conditions under that category and attach documentation):

☐ Established Business ☐ > 1 year in business ☐ DBA certificate or incorporation ☐ Fed. ID# if employees ☐ One of the following: ☐ Proof of tax returns within past three years; or ☐ Proof of employing at least one full time equivalent employee	☐ Start-Up Business ☐ < 5 years in business ☐ DBA certificate or incorporation ☐ Fed. ID # if employees ☐ Evidence of business activity through internal financial reports	☐ Pre-Venture ☐ Planning stage ☐ Have definite business idea ☐ No actual business activity
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Grant Amount: up to \$750.00 Staff Certification:	Grant Amount: up to \$500.00 Staff Certification:	Grant Amount: up to \$300 Staff Certification
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What will we pay for? Grants are intended to increase the capacity of the business by providing professional services, education or training. Grant funds are not intended for equipment, supplies, purchases, employees or other ongoing business expenses. Grants will be paid directly to Vendors (consultants or trainers) after they sign a three-way agreement among you, the consultant and the QVCDC and complete the work to your satisfaction. The QVCDC will pay no more than \$75/hour for services. You are encouraged (but not required) to supplement this QVCDC grant with your own funds, if needed, to complete your project. Funds are limited and treated on a first-come, first-served basis, provided all documentation, proposals and contracts are in place in a timely fashion (see 30 day policy, page 2). QVCDC reserves the right to deny applications not meeting these criteria or not providing complete documentation of eligibility before program funds expire.

2. State the work that needs to be done: _____

3. How will this help your business: _____

The project coordinator lacks the ICT skills to download, complete, and upload the form.

Task:

The project coordinator approaches you for assistance.

Provide a write-up outlining the necessary steps and ICT tools to be used to complete and submit the online application form successfully.

ITEM 23: Name of the discussant: KARUNGI DORIS

QRSB is a government agency responsible for processing birth and death certificates, and maintaining national identification databases. Your sister wanted to register her child with QRSB. On reaching QRSB offices, she was informed that the birth registration form is obtained from the agency's website, filled manually and resubmitted through the same website. Unfortunately, your sister has no computer knowledge to carry out the registration and has approached you for help.

Task:

Provide step by step guidelines she should follow to successfully register the child.

ITEM 24:**Name of the discussant: NDUHUKIRE MELLON**

Two sisters and three brothers are planning a family function. The two sisters are abroad while the three brothers are staying in Uganda. The sisters have called their brothers informing them that they have created an email address for one of the brothers and used it to send them a draft budget in form of a Word document. They have requested the brothers to modify it and send it back to them. The sisters have also communicated to their brothers all the necessary information needed to use the email. However, none of the brothers has knowledge of what to do.

You have been approached by one of the brothers, who is your friend, for help.

Task:

Give step by step guidelines of what your friend should do.

ITEM 25:**Name of the discussant: NUWATUHA ASSILY**

Mauso is a first year student at Maicon University. His lecturer, Dr. Okello, has assigned all students the task of researching "Ecosystem adaptation" and submitting their work via email. Each student must send their completed assignment to Dr. Okello's e-mail: okellosimon@gmail.com.

Mauso has completed his research and saved his assignment on his laptop's desktop. However, he has never used email before and doesn't know how to send his work electronically. He is feeling overwhelmed and needs step-by-step guidance on how to create and use email to submit his assignment successfully.

Task:

As an ICT competent, make a write up to guide Mausos indicating tools and the steps to be followed to accomplish the tasks.

ITEM 26:**Name of the discussant: AYEBARE DOREEN**

S.6 students at Akipol Secondary School recently hosted their prom party. During the event, Ainemukama was busy taking photos and recording videos to capture the special moments. After the event, She wants to:

Transfer the photos she took with her digital camera to the desktop computer in the computer lab.

Upload the recorded video to the school's official YouTube channel for everyone to view. (<https://www.akipolsecondary.ac.ug/u-tube>)

Since Ainemukama is unfamiliar with the technical steps involved, she needs guidance on how to do both tasks.

Task: As an ICT competent, make a write up to guide Ainemukama indicating tools and the steps to be followed to accomplish the tasks.

Reminder!

EOC 2: The learner appreciates ICT safety and proper management of E-waste.

- ❖ Risk-----Recommended measure
- ❖ E-waste management method-----Explanation(What it means & how it helps)---
Stake holders and their roles
- ❖ Health Issue/Risk-----Cause (**NOT** consequence)-----Mitigation/Preventive measure.
- ❖ Likely cause-----Explanation-----Preventive measure/Solution
- ❖ Poor E-waste Practice-----Consequences/Explanation

EOC 3: The learner accesses, stores and shares information using ICTs.

- ✓ The learner is expected to outline relevant steps
- ✓ Identify relevant ICT tool to be used
- ✓ Explain how it is applied
- ✓ The steps given must have a logical flow.
- ❖ Step-----What to do-----and ICT tools needed.

840/2 loading in the next issue.

(Together against Computer illiteracy)