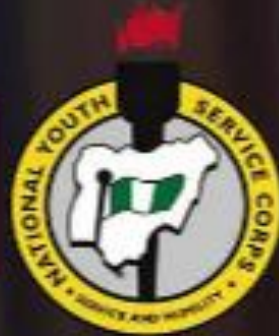


**NYSC | SAED | CRS**



**ICT**

**INFORMATION  
COMMUNICATION  
TECHNOLOGY**



## SLOGAN

- **ICT...**

- **R/. Innovation & Wealth**

# ABOUT US!



## JOMO RESOURCE CENTER

We offer you the best experience in:

1. Graphic Design & Printing,
2. Website Creation & Maintenance, &
3. Project researching & Development.

We are a group of Business, Leadership and IT experts passionate about providing a training platform and a community for individuals seeking to acquire tech, business, corporate and leadership skills.

### **Vision Statement:**

- To become a unique, sought-after chain of training Firm in Nigeria by offering people a more convenient and efficient means of learning.

### **Mission Statement:**

- To take learning from the classroom to peoples home through their gadgets and the power of modern technology.

# Objectives of the **PROGRAMME**



1. To help interested participants acquire basic computer & designing skills to support their chosen career.
2. To help participants find their spot or passion in tech by exposing them to the dynamics of the tech industry.





**Gabriel S. Ejeh**

*Lead Trainer*

An author of 6 books with over a decade experience in writing, training, coaching, business consultancy, content creation and graphic design.

He is a Lead Facilitator at Jomo Resource Center who have contributed immensely to the development of the firm and enthusiastic about helping young people learn, relearn and unlearn.



**Sunday Ayobami**

*Trainer*

A Full-stack Developer,  
Experienced Digital Marketer and  
Graphics Designer with Vast  
Experience in Computing and  
Passing Knowledge.

He is a Marketing Assistant at Jomo  
Resource Center and responsible for  
managing the firm's online presence  
and social handles.

**Connect  
with Us!**

**081 0322 4069**

*Save as* **JomoRC**

**To your contact list.**



*Follow us on Facebook*

@Jomo Resource Center

*Subscribe to our YouTube Channel*

@ JomoMentorship

*Follow us on TikTok*

@Jomo.resource 17

*Follow us on Twitter*

@resourcejo51295

Before we get STARTED today, Let's have a visual of all the 11

**CORPORATE &  
BUSINESS  
COURSES** offered by  
Jomo Resource Center.

***Follow these steps to view the courses:***

1. Visit <https://elearn.jomorc.com/>
2. Scroll down and Click on "Corporate & Business Courses"
3. Scroll down to view the list of the courses.
4. Click on Read More or Buy Now for more details or for check out.



## CORPORATE & BUSINESS COURSES

S.N	COURSE	LESSONS	DURATION	PRICE ₦
1	Customer Service Essentials	42	8 Weeks	14,000.00
2	Team Building & Management	20	4 Weeks	10,000.00
3	Corporate Profiling & Job Application	54	8 Weeks	14,000.00
4	Personal & Servant Leadership	42	8 Weeks	12,000.00
5	Business Planning & Implementation	50	8 Weeks	15,000.00
6	Business Documentation & Accounting	50	8 Weeks	15,000.00
7	Business Registration & Legalization	58	8 Weeks	15,000.00
8	Human Resource Management	43	8 Weeks	15,000.00
9	Communication & Public Speaking	58	8 Weeks	14,000.00
10	Project Management	43	8 Weeks	14,000.00
11	Marketing & Branding	76	8 Weeks	14,000.00



## *Getting Started*

1. What Did you **GRADUATE FROM?**
2. What did you **GRADUATE WITH?**

FAQ

*Frequently Asked Questions*



# 1. Is it Compulsory to Join a Break-Out Group?



- YES.
- Break-out Group is your only means of claiming membership of this class. Attendance will be taken by Group leaders and would be used to assess your participation.



## 2. What are the Functions of a Group Leader?



- Administer daily attendance
- Communicate useful information to Group Members
- Report absconding members
- Receive **CASH** contribution for project
- Verify all bank transfer or payments
- Write report at the end of the class





### 3. Is it compulsory to pay for Project?

While payment for Group Project (N500) is compulsory, personal project is not. Personal projects are for only interested members of the class who picks interest in any of the available options.



# PROJECT FEE PAYMENT

Payment of Group (500) and/or personal (1k or 1.5k) project should be made to:

**Acct. No. 5410834620**

**Name: ICT SAED PROJECT**

**Bank: MoniePoint**

Where possible, indicate Group Number, Roll Number or State code when making transfer or click <https://jomorc.com/ict-saed-payment/> to pay online with your ATM Card.



## 4. Is attendance to Class Compulsory?



Very compulsory.

Not just attendance, active participation is the least expected of every member of this class. Be here everyday, familiarize with your group and ensure to verify from your Group Leader any new information and ensure that your attendance is well noted.

**BATCH \_\_\_\_\_ | ICT SAED GROUP ATTENDANCE | GROUP NO. \_\_\_\_\_**

S/N	NAME	STATE CODE	PHONE NO.	SEX	01	02	03	04	05	06	CMP	FEE	REMARK
1													
2													
3													
4													
5													
6													
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**REPORT:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_





## 5. What are the tools needed for active participation?

1. Smartphone: for practical. Ensure to have your phone charged ahead of the class.
2. Data & Internet Connection.
3. Pen and jotter for note taking.





## 6. Is it possible to get a refund for personal project?

Refund for personal project will be made to individuals who's project were mistakenly omitted through their group leaders with a subtraction of the general project fee.



## CERTIFICATE OF PARTICIPATION

This is to certify that

*Ojo Ilyas*

Participated in the 2023 ICT SAED In-camp Training Program of the NYSC, Cross River State which Featured classes on: Artificial Intelligence, Content Creation, Graphic and Affiliate Marketing.



## CERTIFICATE OF AWARD

Presented to

*ONUMAJURU IKECHUKWU UCHENNA*

For the uncommon Leadership skill displayed during the 2023 Batch C, Stream II Orientation Course of the NYSC, Cross River State.

14th Dec. 2023



**JOMO  
RESOURCE  
CENTER**  
BN:6875610

# 7. Is it possible to earn a certificate for this training?

Joining this class implies that you have sat under the mentorship of Jomo Resource Center and therefore deserving of our CMP Certificate of Participation. As a result, all members of this class who subscribe for the CMP program will be duly certified for the lessons covered in this class.

Also, Group Leaders who prove to be outstanding in their role will also receive our Certificate of Award.





# C.M.P CORPS MENTORSHIP PROGRAMME

**Grooming Strong, Efficient  
& Reliable Workforce**

## Join Now!

**WhapsApp**  
**First Name &  
State Code to**

**08103224069**

### Benefits

- Access to Free Career Mentorship & professional guidance.
- Access to 10 free e-Books on personal & career Development.
- 50% discount on any two (2) of 43 online training courses with training certificates



1. 50% discount on any two (2) of 43 Online Courses
2. Access to a world-wide accessible and self-paced training platform.
3. Opportunity to learn at your convince and schedule at Anytime of the day.
4. Access to free 10 e-Books for personal, career and professional development.
5. Subscription fee at N1,000 **ONLY**.

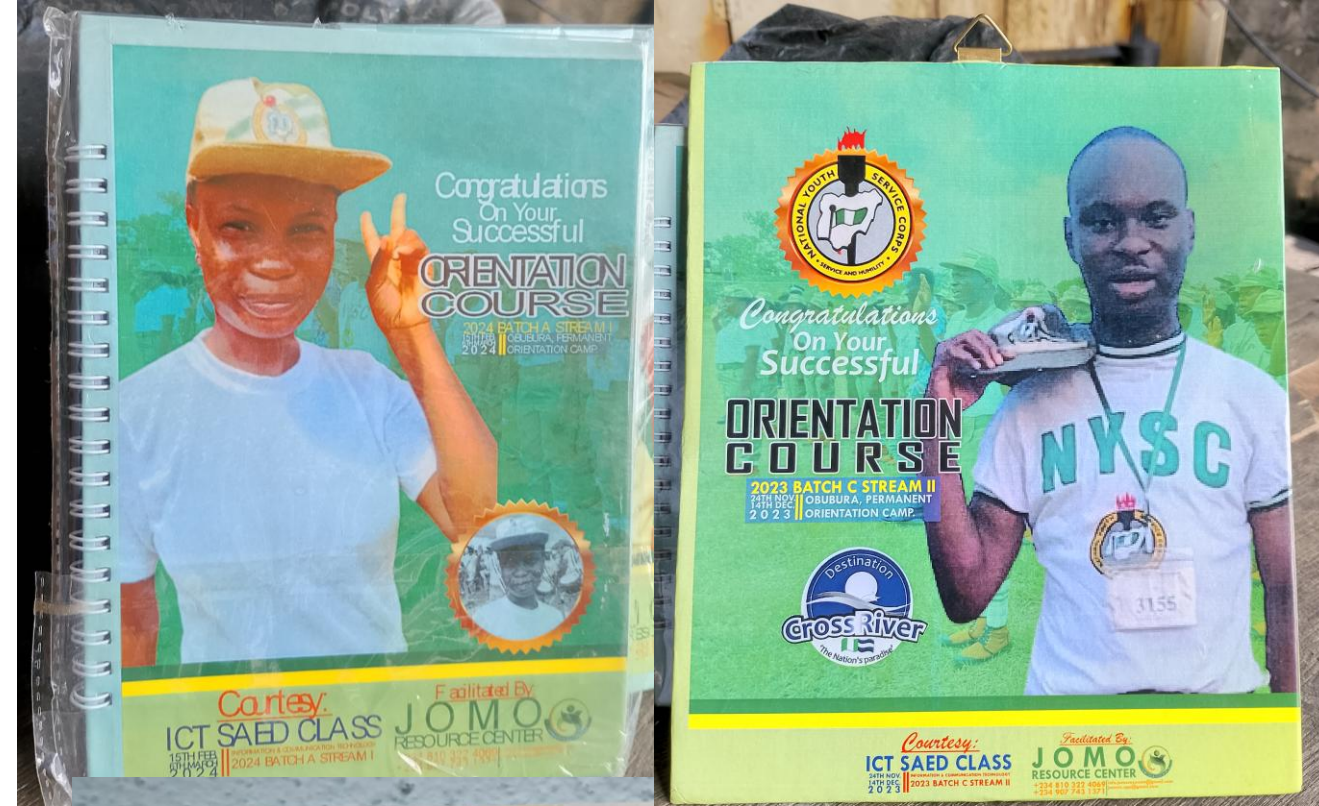
Click

<https://forms.gle/8SKZMuMXDpqkz aV6> to join.

# PROJECT SELECTION

For an even opportunity, the Calendar remains a constant project as it is the only project at a 1000 naira fee. The class will therefore choose one of the three ( Jotter, Frame & Handbag).

The option with the highest votes will be added to Calendar and members can choose either of the two options.





SELECTION OF  
GROUP LEADERS

FORMATION OF  
BREAK-OUT  
GROUPS





A modern office workspace with a large monitor displaying 'BEST WEB DESIGN', a desk with a tablet and smartphone, and a potted orchid.

INTRODUCTION TO

# IT INFRASTRUCTURE, ICT & COMPUTER

# **WELCOME**

---

***Tech, Computer Operation & ICT are terms that have lost their meaning in our contemporary society as a result of over use. We can not begin this class without first correcting the misconception surrounding the terms.***

# INTRODUCTION TO IT INFRASTRUCTURES

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*The beginning of a prosperous journey in IT is identifying the current role IT infrastructures are playing in the everyday life of individuals, corporate entities, businesses, governments and public institutions. Lets explore some of them here.*

## *Understanding the* **TECH INDUSTRY**

The Tech Industry is made up of Professionals and firms who specialize in the production and maintenance of Computer hardware and software.

Think of experts like a Hardware or Software Engineer, a Web Developer, a Mobile App Developer etc. They specialize in the creation and maintenance of various levels and kinds of IT infrastructures or systems such as mobile applications, websites, web applications among a host of others.

These applications or software powers our phones, computers and home appliances and determine their capability and functionality.

It is a common knowledge that the computer system is broken into two parts, namely; the Hardware and the Software.

Hardware are physical parts of the computer that can be seen and touched while Software are parts of the computer that can be seen, used but can't be touched. Software drives the hardware and together, they guarantee the functionality and credibility of the computer system.



**What are IT  
Infrastructures?**

IT (Information Technology) infrastructures, often referred to as IT infrastructure or simply IT systems, are the foundational components and resources that enable the operation of an information technology environment.

These infrastructures provide the necessary hardware, software, networking, and support services to facilitate various IT operations and services within an environment or space.



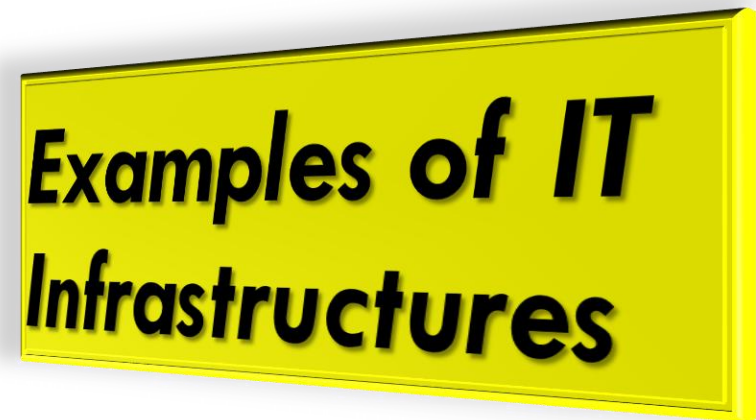
## **What are IT Infrastructures?**

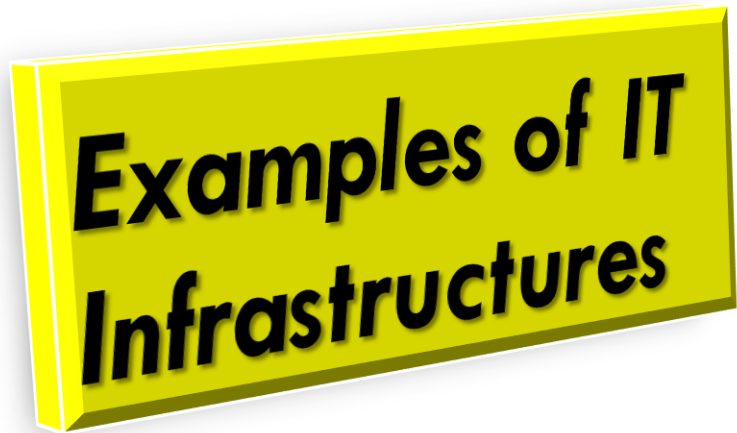
IT infrastructures are crucial for businesses and institutions of all sizes and types, as they form the backbone of digital operations and data management.

These various components of IT provides career and job opportunities for IT experts and forms the core of the tech industry. The creation of a single infrastructure creates job for persons with the skill to utilize, maintain or carry out repairs.

Here are some key components and aspects of IT infrastructures:

- 1. Hardware:** This includes all the physical equipment required to support IT operations, such as servers, storage devices, computers (desktops and laptops), networking devices (routers, switches, etc.), and mobile devices (smartphones, tablets).
- 2. Software:** IT infrastructures rely on a variety of software components, including operating systems, databases, applications (such as office suites, email clients, and specialized business software), and system management tools.

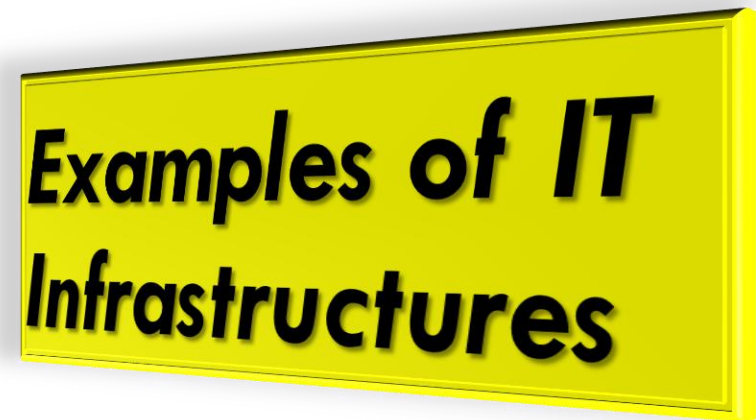


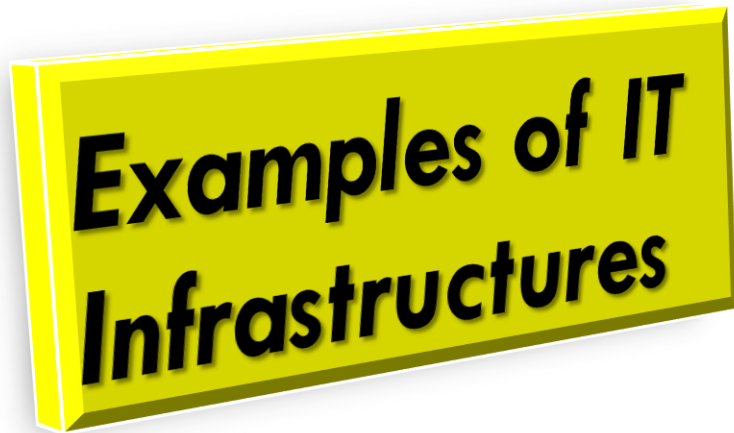


## Examples of IT Infrastructures

- 3. Networking:** Networking infrastructure connects and facilitates communication between different IT components. This includes local area networks (LANs), wide area networks (WANs), wireless networks, and the associated network protocols and security measures.
- 4. Data Centers:** Large organizations often have dedicated data centers where they house and manage their servers and storage equipment. These data centers are designed for security, redundancy, and efficient cooling.

5. **Cloud Services:** Many organizations leverage cloud computing services, such as Infrastructure as a Service (IaaS), Platform as a Service (PaaS), and Software as a Service (SaaS), to offload some of their IT infrastructure to third-party providers like Amazon Web Services (AWS), Microsoft Azure, or Google Cloud Platform (GCP).
  
6. **Security:** IT infrastructure must be secured to protect against cyber threats and data breaches. This includes firewalls, intrusion detection systems, encryption, access controls, and regular security updates.



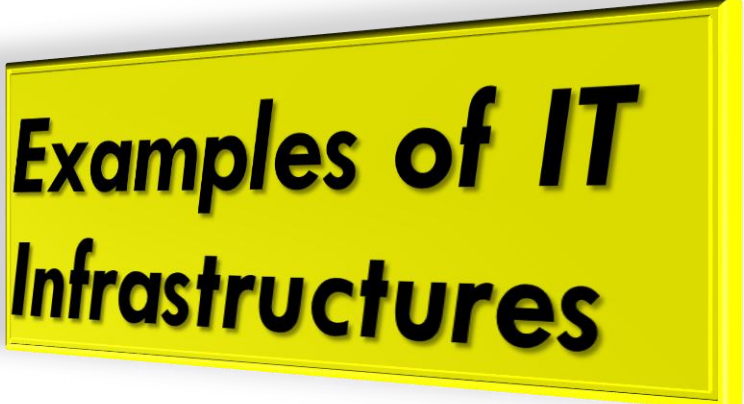


**Examples of IT  
Infrastructures**

- 7. Backup and Disaster Recovery:** To ensure business continuity, IT infrastructure should include backup systems and disaster recovery plans to recover data and services in case of unexpected failures or disasters.
  
- 8. Monitoring and Management Tools:** IT administrators use monitoring and management tools to keep track of the health and performance of the infrastructure components, detect issues, and perform maintenance tasks.



9. **Scalability and Flexibility:** IT infrastructures should be designed to scale and adapt to changing business needs. This may involve adding or removing hardware, adjusting network configurations, or adopting new technologies.
  
10. **Compliance and Governance:** Depending on the industry and location, IT infrastructures often need to adhere to various regulatory and compliance standards, such as HIPAA for healthcare or GDPR for data protection.
  
11. **Support and Maintenance:** IT infrastructures require ongoing support and maintenance to ensure they remain reliable and secure. This includes hardware maintenance, software updates, and user support.



**Examples of IT  
Infrastructures**

***To help you find your spot, check out our Tech Beginner Courses***

These courses are specially designed to help you find the career path that best suits you.

Visit

<http://elearn.jomoresourcecenter.com.ng/course-category/computer-itcourses/>

# TECH BEGINNER COURSES

1. Computer Technician
2. Cyber Security
3. Data Science
4. Database Administration
5. IT Consultancy
6. Network Administration
7. Programming
8. Software Development
9. System Administration
10. Web Development
11. Computer/ICT Training
12. UX/UI Design
13. Business Analysis
14. Hardware Engineering
15. Mobile Application Development
16. Graphic Design
17. Data Entry Specialty
18. Photography & Videography

# COMPUTER OPERATION

---

*As innovations in Computer and IT continues to widen, the need for every individual living in the 21<sup>st</sup> century to posses some level of Computer skills can not be overemphasized. However, the form of skills to acquire can vary base on one's passion and area of interest.*

# *Understanding* **COMPUTER OPERATION**

However, in a fast growing technologically inclined global community, the field of computer operation is becoming less attractive as a separate field of specialization.

As the society continues to integrate more advanced technologies, most of the tasks which hitherto were ascribed to Computer Operators have now been considered as a mandatory skill for every individual.

As a result, the field of computer operation has therefore become a general course that every individual must take very seriously. Such operations now considered as basic computing skills are now general skills.

Computer operation is the aspect of Computer that deals with the utilization of the various components of computer created by Tech Experts.

Computer Operators are experts in their own right who have mastered the interface and operational capabilities of specific software and hardware.

Companies, institutions and individuals rely on the services of the computer operator to carry out certain tasks.

# BASIC COMPUTING SKILLS

1. Ability to power-on and shutdown the computer.
2. Ability to navigate operating systems user interface, navigate files and folders
3. Ability to utilities input devices such as the keyboard and mouse and input data into the computer
4. Proficiency in word processors, to create and format documents







## **BASIC COMPUTING SKILLS**

5. Proficiency in spreadsheet for calculation and data analysis
6. Proficiency in presentation software for creating slides and managing presentation.
7. Proficiencies in the use of email applications for sending and receiving mails
8. Ability to use web browser & search engines to access online resources and evaluate their credibility



# **BASIC COMPUTING SKILLS**

9. Ability to Bookmark web pages and navigate websites
10. Ability to create, rename, move, copy and delete files and folders and navigate through the file system.
11. Ability to create file backups, utilize external storage, USB drives, and cloud storage services.
12. Ability to create strong passwords, utilize antivirus, identify and avoid security threats and suspicious websites.



## **BASIC COMPUTING SKILLS**

13. Basic troubleshooting skills and ability to detect hardware and software malfunction and scale appropriate solutions.

14. Understanding email etiquette, ability to compose and send professional emails and how to attach files and message email folders

## ***Did You Found Yourself Wanting in any of those?***

Some of our Computer/IT Training Courses at Jomo Resource Center might help you patch up yourself.

Visit

<http://elearn.jomoresourcecenter.com.ng/course-category/computer-itcourses/>

## ***Here are some of the courses you will find:***

1. Computer Appreciation
2. Fasting Typing
3. Word Processing
4. Spreadsheet Essentials
5. Presentation Essentials
6. CorelDraw Essentials
7. Canva Master Course



# *Understanding* **ICT**

ICT is the aspect of the tech block-chain that deals with the utilization of these applications. ICT is specifically concerned with how these application help to facilitate communication and sharing of information.

Think of activities of Content Creators, Graphic Designers, UX/UI Designers, Cyber Security Experts, Data Analysts, Network Administrators, Brand managers, Digital Marketers among others.

ICT deals with the utilization, administration, and protection of IT infrastructures which power the daily lives of individuals, activities of businesses and institutions & facilitate communication and community living.

Information Communication Technology or Information & Communication Technology is the aspect of the fourth industrial revolution that deals with the utilization, administration and management of IT infrastructures or systems.

Consider systems such as Websites, Search Engine, Mobile Applications, Social Media Channels, e-banking or e-wallet applications, among others are created by Tech experts for the purpose of easing human engagement and business transactions.

# Q & A SECTION

