

2017-2018 Term 3 Form 1 ICT Scheme of Work

Week	SPECIFIC OBJECTIVES	CONTENT	SUGGESTED TEACHING AND LEARNING ACTIVITIES	SUGGESTED ASSESSMENT STRATEGIES
Note: only 1 period of class is allocated per week				
1 to 2	Exam Paper correction			
3 to 4	2.6 Distinguish among types of software	Definition of software. Operating system vs application software; Examples of each type.	Discussion/Research. Teacher explains the difference in function. Students discuss types of software types found on their computers.	Mix and match Students categorises types of software from a list given by the teacher.
5 to 8	2.7 Practise keyboarding techniques	Qwerty keyboard as input device; Keyboarding application software such as 'Mavis Beacon Teaches Typing'; Proper finger placement.	Guided Discovery Teachers guide students on the use of a typing application, eg. 'Mavis Beacon Teaches Typing'	Typing Assignments Students aim to reach projected standards of speed and accuracy and evaluates their competency at various times using checklists.
9	2.8 Demonstrate file management operations	Creation and naming of files, folders and sub-folders; Deletion of folders; Restoration of folders; Renaming folders; Placing files into specific folders.	Demonstration/Discussion . Students discuss the need for proper file management. Teacher demonstrates the creation and naming of a folder and sub- folder. Students create folders and sub- folders to store their school work according to their subjects. For example in the Math folder students create a sub folder named Assignments and another folder named Class notes.	Performance Task Students are graded against a competency checklist for creation and manipulation of folders and subfolders.