



Unit	Week No.	Content/ Grammar	Reading/ Phonics	Projects / Graded Assignments	Exam Content	Government Objectives
UNIT 1	KNOW YOUR COMPUTER					
	1	Parts of a Computer	Processor, Tower, Screen etc	Students will start a portfolio document in MS Word that will encompass all their work in this subject. They will start by making presentations of different parts of a computer and what they do.	N/A	Strand 3: Information and Communication Technology  1. Tell the names and functions of information technology instruments. 2. Tell basic principles of function of a computer. 3. Tell the benefits and harms of using computers for work. 4. Use computers' functioning systems for work.
	2	Input Devices	Input, Keyboard, Mouse, Microphone, Webcam etc	Introduction to parts which are used to input information or commands into the system and how they work. Portfolios updated.	N/A	
	3	Output Devices	Output, monitor, speakers, printer etc	Introduction to parts which are used to display information, sound, or other from the system and how they work. Portfolios updated.	N/A	
UNIT 1	4	CPU and Processing Device	CPU, Processor etc	Introduction to the purpose, function and importance of the central processing unit of a computer and what It is comprised of. Portfolios updated.	N/A	



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	5	Memory	Information, memory, data, kilobyte, megabyte etc	Explanation of what memory is in terms of computing, what it is used for, and what different forms data can take. Portfolios updated.	N/A	
	6	Primary Memory	Primary, RAM, ROM, Hard-drive etc	Explain which components of the computer comprise the primary memory units, why they are referred to as "primary", and how this differs from "Secondary" memory units. Portfolios updated.	N/A	
	7	Secondary Memory	Secondary, Compact, Floppy, Digital, Versatile, Flashdrive etc	Students will add a flow chart to their portfolios showing a break-down of primary and secondary memory devices to their portfolios, making use of the new skills they have learned in MS Word.	N/A	
	8	Managing the Desktop	File, Folders, Create, Copy, Move, Delete, Rename, etc	Students will learn and perform basic functions in windows, including a game of "Capture the Flag", where they must create a document called "Flag" on the school network and successfully copy it to their own team's folder. They will add what they have learned to their portfolios.	N/A	2. Work in stages to reach goals with diligence, patience, responsibility and honesty.
	9	Windows Accessories Part 1	Calculator, Notepad, Paint, WordPad etc	Students will begin to familiarise themselves with various default Microsoft programs and applications through performing a simple task or activity for each one. They will add their knowledge to their portfolios.	N/A	



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		<b>REVIEW FOR MIDTERM TEST</b>				
<b>Review for Midterm</b>	<b>10</b>	UNIT 1	All previous vocab	Portfolios will be collected and marked according to various criteria, including, presentation, completed status and copying accurately.	N/A	N/A
	<b>11</b>	MIDTERM TEST WEEK	N/A	N/A	N/A	N/A
<b>UNIT 2</b>		<b>USING WINDOWS</b>				
	<b>10</b>	Components of Windows Basic Functions in Windows	Background, Desktop, Component, Application etc	Students will be shown how to access, open and utilize various facets of the windows operating system such as date + time, desktop background and screensavers. Portfolio updated	N/A	
	<b>13</b>	Windows Accessories Part 2	Media Player	Students will continue their exploration of Windows's default applications, culminating in making a playlist of music in Windows Media Player. They will add this new information to their portfolios.	N/A	



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		<b>MS WORD - FORMATTING TEXT</b>				
<b>UNIT 3</b>	<b>14</b>	Changing Font, Styles and Font Colours Text Alignment Bullets and Numbering	Format, text, style, size, alignment, border, justify, bullet-point.	Students will learn and put into practice the various text formatting tools available in MS Word. They will demonstrate each practice by using it in their portfolio. They will also make a short pamphlet on "Saving The Environment" and add this.	N/A	
<b>UNIT 4</b>		<b>LOGO - DRAWING POLYGONS AND CIRCLES</b>				
	<b>13</b>	Introduction to Programming	Programming, code, command etc	Students will be introduced to the concept of programming, what different programming languages look like and what they are used for. Portfolios updated.	N/A	
	<b>14</b>	Drawing Lines, Squares and Triangles	Polygon, construct, etc	Students will be shown the basics of the coding platform "LOGO" and how to draw simple, polygonal shapes using commands written in code. Portfolios updated.	N/A	



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UNIT 4	15	PEN Commands TURTLE Commands REPEAT Commands	Erase, show, hide etc	Students will be shown more advanced techniques in LOGO and utilise a wider range of coded commands. Portfolios updated.	N/A	
	16	Final LOGO Project	Code, Programming, Polygon, Command, Erase, Show, Hide	Students will learn a basic programming language called LOGO. They will use it to enter commands which will allow them to produce a polygonal picture. This project work will be added to their portfolios.	N/A	1. Explain the reasons for working to reach goals.
Review for Final Exam	17	REVIEW FOR FINAL EXAM				
	18	UNITS 2 + 3 + 4	All previous vocab	Portfolios will be collected and marked according to various criteria, including, presentation, completed status and copying accurately. Final project.	N/A	N/A
	19					
	21	FINAL EXAM WEEK	N/A	N/A	N/A	N/A