



Unit Name and Number	Week No.	Content Headings	Key Sub-Topics / Context / Vocabulary	Projects / Graded Assignments	Question Style for Exam	Justification for Exam Content: Bloom's Taxonomy	Government Objectives
1 Data	1	Tell what information is Activities: making list of information storage devices.	information, importance, storage, disk, keep, data, letter		Multiple choices	Analyse Students must be able to explore the meaning of information.	S3.O3.1:1 Tell the data of interest and sources of data around them.
	2	Tell the importance of information Activities:					
	3	storage of information Activities:					
2 Know your computer	4	What is a computer? Activities: Naming every major part of a computer.			Practical test	Apply	S3.O3. 1:3 Tell the parts and functions of basic instruments forming major components of a computer.
	5	Tell the major components of computer Activities: Exploring the basic components of a computer.	Monitor, CPU, mouse, keyboard,		Practical Test	Apply	



Unit Name and Number	Week No.	Content Headings	Key Sub-Topics / Context / Vocabulary	Projects / Graded Assignments	Question Style for Exam	Justification for Exam Content: Bloom's Taxonomy	Government Objectives
	6	Different functions of computer parts. Activities: Naming every major part of a computer.	Monitor, CPU, mouse, keyboard,				
	7	The mouse Activities: Practice holding the mouse.	Left click, right click, dragging, highlighting.		Practical test	Apply	
	8	REVIEW FOR MIDTERM Activities:					
	9	MIDTERM EXAM Activities:					
	10	Using the mouse Activities: practice using and holding the mouse.	Left click, right click, dragging, highlighting.	n/a	Practical test	Apply	S3.O3. 1:3 Tell the benefits of information technology instruments.
	11	Keyboard Activities: Hands and fingers positioning on the keyboard.			Practical test	Evaluate	



Unit Name and Number	Week No.	Content Headings	Key Sub-Topics / Context / Vocabulary	Projects / Graded Assignments	Question Style for Exam	Justification for Exam Content: Bloom's Taxonomy	Government Objectives
	12	Different parts of keyboard Activities: Naming specialized parts of keyboard.				Apply	
3 MS word	13	Application and components Activities: Opening and starting MS word.	Icons.			Apply	
	14	Using the toolbar and papersizing Activities: Practice using the toolbar	Application, parts, tool bar, sizing, font, text, color.				S3.O3. 1:3 Tell the benefits of information technology instruments.
	15	Font size and formatting text color Activities:			Multiple choices.	Analyse	
	16	Opening and starting paint Activities: opening and drawing sample paint.					
4 Basic Paint	17	Parts of paint Activities:	parts and functions of toolbar.		Picture evaluation	Create	
	18	Creating a file and coloring. Activities:	saving and opening data files		Picture evaluation	Create	
	19	REVIEW FOR FINALS					
	20	END TERM EXAM Activities:					