COMPUTER LITERACY
GRADE 7 (FIRST FORM)
COURSE OUTLINE

TERM ONE (CHRISTMAS) **SEPTEMBER TO DECEMBER**			
UNIT TOPIC	**DURATION**	**AREAS TO BE COVERED**	**ASSIGNMENTS AND TESTS**
Unit 2: FOUNDATION OF HARDWARE AND SOFTWARE	2 weeks	***Topic: Introduction to Computer Literacy*** ▪ Define Computer Literacy, computer, computer system, hardware, software, multimedia ▪ Differentiate between a computer and computer system ▪ Differentiate between data and information	▪ Quiz on Hardware verses software ▪ Quiz on Data verses information
Unit 2: FOUNDATION OF HARDWARE AND SOFTWARE	4 weeks	***Topic: Functions of a Computer System*** ▪ Explain the basic functions of the hardware components (input, output, storage and processing) ▪ Identify main computer components (keyboard, mouse, monitor, system unit, CPU) ▪ Classify hardware devices as -input, -output, -storage, -processing	▪ Draw a diagram showing the IPOS cycle with examples ▪ Quiz on input and output devices ▪ Quiz on Storage and Processing Devices
Unit 1: HEALTH AND SAFETY	2 weeks	***Topic: Health and safety practices when using a computer system.*** ▪ Identify rules governing the use of the computer laboratory and electronic devices. ▪ Display safe and healthy behaviours in the computer lab and while operating the computer system. ▪ Apply and adapt appropriate health and safety practices while using a computer system	▪ Create a list of rules to abide by while using a computer lab ▪ Create a poster of appropriate health and safety practices when using a computer system

Unit 1: HEALTH AND SAFETY	3 weeks	***Topic: Ergonomics*** ▪ Define Ergonomics ▪ Identify ergonomics guidelines for use of computer ▪ Identify injuries which may arise from the prolonged use of computer systems ▪ Discuss various computer related disorders/illnesses and methods to prevent them. ▪ Discuss Ergonomics and how it affects computer related disorders ▪ Identify and explain the impact of the use of computers on the environment and on human health ▪ Examine the negative effects of electronic devices on the environment systems	▪ Research the definition of ergonomics ▪ Quiz Identifying Good verses Bad Computer practices ▪ Research Computer related disorders ▪ End of Month test on Unit 1
Unit 2: FOUNDATION OF HARDWARE AND SOFTWARE	2 weeks	***Topic: Types of Computer Systems*** ▪ Identify at least five types of computer systems Supercomputer Mainframe computer Embedded computer Desktop computers Mobile devices ▪ Compare the different types of computers and assess their key hardware components and performance levels ▪ Analyse how technology tools impact productivity in homes, schools, community and at the workplace.	▪ Project on the function of Types of Computer Systems along with images ▪ Quiz on Types of Computer Systems
TERM TWO **JANUARY TO APRIL**			
Unit 2: FOUNDATION OF HARDWARE AND SOFTWARE	1 week	***Topic: Historical Development of computers*** ▪ Identify Historical developments of computers ▪ Trace the historical development of computers	▪ Create a timeline showing historical Developments of Computers ▪ Quiz on Historical Developments

Unit 2: FOUNDATION OF HARDWARE AND SOFTWARE	2 weeks	***Topic: Application Software and System Software*** ▪ Classify software into the two main categories system and application ▪ Appreciate the uses of software ▪ Differentiate between application software and system software ▪ List examples of application software ▪ List examples of system software	▪ Project on main Application Software ▪ Quiz on Application Software & System Software
Unit 2: FOUNDATION OF HARDWARE AND SOFTWARE	2 weeks	***Topic: Keyboarding Skills*** ▪ Practise keyboarding and mouse skills	▪ Complete worksheets online practising keyboard skills
Unit 2: FOUNDATION OF HARDWARE AND SOFTWARE	2 weeks	***Topic: Introduction to Word Processing*** ▪ Define the term 'Word Processing' ▪ Identify examples of Word processors ▪ Explain the use of Word Processors ▪ Identify main features of a word processor ▪ Investigate the different sections in the layout of a word processing software	▪ Quiz on Word Processing 1
Unit 2: FOUNDATION OF HARDWARE AND SOFTWARE	1 week	***Topic: Features of Word Processors*** ▪ Use the features of a word processor to create documents	▪ Complete worksheets using word processors ▪ Quiz on Word Processing 2
Unit 2: FOUNDATION OF HARDWARE AND SOFTWARE	2 weeks	***Topic: Features of Presentation Software*** ▪ Identify examples of Presentation Software ▪ Explain the use of Presentation Software ▪ Create multimedia presentation using presentation software and apply animation and transition features to multimedia presentation	▪ Create presentations according to worksheet criterion ▪ Quiz on Presentation Software
Unit 3: Data Communication, Networking and the Internet	1 week	**Topic: Data Communication and Network** ▪ Define the terms such as 'Communication, Data communication, Network, Modem, Internet, Web browser, Web page, Web site, URL, e-mail, Upload, Download'	▪ RESEARCH key terms and present findings at class

Unit 3: Data Communication, Networking and the Internet	2 weeks	***Topic: Data Communication*** ▪ Identify Components of Communication (Context, Sender, Message, Medium, Receiver and Feedback) ▪ Describe various forms of electronic communication (email, SMS) ▪ Identify the components needed for successful electronic communication (receiving and sending device (fax machine, smart phones, laptop, notebook, tablet) ▪ Identify Communication channel/transmission media (wired and wireless)	▪ Create a poster showing components of communication ▪ End of Topic Quiz
Unit 3: Data Communication, Networking and the Internet	2 weeks	***Topic: Networking & Types of Networking*** ▪ Describe a Network and highlight the services available in a networked environment ▪ Identify Types of Networking ▪ Explain the use of different resources needed to connect to the internet (hardware: sending and receiving devices, communication devices; software: web browser; Internet Service Provider)	▪ Quiz on Network
Unit 3: Data Communication, Networking and the Internet	2 weeks	***Topic: The Internet*** ▪ Discuss the advantages and disadvantages of using a Network such as the Internet ▪ Differentiate between the Internet and the World Wide Web ▪ Investigate basic internet resources – Email, Instant messaging and Social Networking ▪ Explain the relationship between key terms (World Wide Web, website, webpage, hyperlink, web browser, URL, search engine) ▪ Perform basic web search using search engines and URLs ▪ Upload and download files from different sources such as the internet	▪ Quiz on the Internet

TERM THREE MID APRIL TO JULY			
Unit 4: Computer Ethics and Research	2 weeks	***Topic: Computer Ethics*** ▪ Define terms associated with computer ethics and its practice (ethics, moral, computer ethics, intellectual property right, plagiarism, trademark, copyright, etc.) ▪ Discuss moral and ethical practices in downloading and uploading online and offline information. ▪ Investigate to determine credible online or offline sources based on specific criteria. ▪ Apply the APA and MLA styles when making reference to online and offline sources ▪ Demonstrate willingness to question information available on the Internet	▪ Research key terms and present findings at class ▪ Discuss moral and ethical practices ▪ Quiz on Computer Ethics
Unit 5: Computing Careers	2 weeks	***Topic: Careers in Computing*** ▪ Identify careers available in the field of ICT ▪ Describe the job functions of different personnel in ICT careers ▪ Discuss the importance of ICT careers in society ▪ Appreciate the importance of computing careers in the ▪ Information age	▪ Create job description and advertisement on Computing career
Unit 6: Desktop Publishing	3 weeks	***Topic: Desktop Publishing*** ▪ Identify terms associated with Desktop Publishing ▪ Distinguish among Word Processing, graphics designing and Desktop Publishing ▪ Discuss the uses and importance of Desktop Publishing software ▪ Describe the steps involved in creating a Desktop Publishing document ▪ Design and create digital artefacts using Desktop publishing	▪ Explore and discuss available templates and features in a DTP software ▪ Create an invitation using a DTP invitation template of their choice. ▪ Create a flyer/poster/ banner