INFORMATION TECHNOLOGY
GRADE 9 (THIRD FORM)
COURSE OUTLINE

TERM ONE (CHRISTMAS) ***SEPTEMBER TO DECEMBER***			
UNIT TOPIC	**DURATION**	**AREAS TO BE COVERED**	**ASSIGNMENTS AND TESTS**
Computer Fundamentals and Information Processing	2 weeks	***Topic: Introduction to Information Technology*** ▪ Define Information Technology ▪ Differentiate between data and information ▪ Human readable verses machine readable ▪ Differentiate between software and hardware ▪ Define Computer ▪ Identify the four functions of a computer system ▪ Draw the IPOS cycle ▪ Identify the main components of a computer system	• Quiz on Data vs Information • QUIZ on HARDARE vs Software • Research and drawing of the IPOS cycle
Computer Fundamentals	2 weeks	***Topic: Computer Hardware (Input Devices)*** ▪ Identify at least 5 types of Input Devices ▪ Explain the function of each input device	• Research Functions of input devices • Quiz on INPUT Devices
Computer Fundamentals	2 weeks	***Topic: Biometric Systems and Sensors*** ▪ Define the term Biometric Systems ▪ Define the term Sensors ▪ Differentiate between biometric systems and sensors ▪ Identify at least 5 types of Sensors ▪ Identify at least 5 types of Biometric Systems	• Research on the various biometric systems and sensors • Quiz on topic
Computer Fundamentals	3 weeks	***Topic: Computer Hardware (Output Devices)*** ▪ Softcopy verse Hardcopy output ▪ Types of Printers ▪ Differentiate between Impact and Non-impact printers	• Quiz on Output Devices • Research places/sectors in which the different types of printers are used • End of Month Test

Computer Fundamentals	2 weeks	***Topic: Computer Hardware: (CENRAL PROCESSING UNIT)*** ▪ Draw and explain the processing cycle ▪ Identify the CPU ▪ Explain the function and importance of the CPU ▪ Differentiate between the CU and ALU	• Draw and Label the Processing Cycle • Quiz on the CPU
Computer Fundamentals	3 weeks	***Topic: Computer Hardware: (Primary and Secondary Storage)*** ▪ Differentiate between primary and secondary storage ▪ Differentiate between RAM and ROM ▪ Identify main Storage Devices ▪ Identify units of storage	• Create a scrapbook showing storage devices and its main features • Quiz on Primary Storage versus Secondary Storage
TERM 2 JANUARY- APRIL			
Computer Fundamentals	1 week	***Topic: Cloud Storage vs Local Storage*** ▪ Define Cloud Storage ▪ Identify examples of Cloud Storage ▪ Assess the merits of Cloud and Local Storage	• Presentation on Cloud verses Local Storage
Computer Fundamentals	2 weeks	***Topic: Types of Computer Systems*** ▪ Define the term Computer Systems ▪ Identify at least 5 types of Computer Systems ▪ Differentiate between computer systems in terms of processing speed storage and portability	• Quiz on Types of Computer Systems • End of Month test on Cloud Storage and Types of Computer Systems
	2 weeks	Keyboarding and mouse skills	• Live typing on Google Docs
Word Processing	3 weeks	***Topic: Introduction to Word-Processing*** ▪ Define the term "Word Processor" ▪ Identify at least 3 Word processors ▪ Identify the cursor ▪ Identify and appropriately use formatting features such as: ▪ *font types and sizes, colour, underline, bold, italics, superscript and subscript, tab stops, bullets and numbering, line spacing, justification, highlight, uppercase, word wrap, page size, margins, page and section breaks, page numbers, headers, footers, footnotes and endnotes.*	• Complete worksheets on formatting features using a word processor

Word Processing	3 weeks	***Topic: Word-processing Skills and Features*** ▪ Identify and use editing features appropriately such as • Drag and drop editing • Use search and replace functions appropriately • to edit a document. • Use of tables, table styles, shading, borders, • row and column insertion, split cells, split • tables, text direction and cell margins, cell size. • Use of columns (one, two, three, left and right • columns, column breaks).	• Complete various worksheets using editing features of a word processor
Word Processing	2 weeks	***Topic: Word-Processing Skills and Features*** ▪ Identify and use Design features ▪ Use review features to enhance document readiness such as • *Spell and grammar check,* • *thesaurus,* • *word count,* • *language setting,* • *comments, and* • *track changes.*	• Complete various worksheets using design features of a word processor
	2 weeks	***Topic: Fillable electronic forms*** • Identify fillable electronic forms • create a fillable electronic form for • online use; • Use of content controls, such as check boxes, • text boxes, date picker, drop-down lists, and • command buttons.	• Complete worksheet using content controls on a fillable electronic form • End of topic Test on Word Processing
Term 3- April 19 to July 1			
Computer Fundamentals	2 weeks	***Topic: Software- System Software*** • Define System software • Differentiate between Operating Systems and Utility software • Identify at least 4 types of System Software	• Research on popular Operating Systems • Quiz on System Software

		• Explain the functions of the software	
Computer Fundamentals	1 week	***Topic: Software- Application Software*** ▪ Define Application Software ▪ Identify at least 4 application software ▪ Differentiate between at least 5 types of application software	• Presentation of Types of Application Software
Computer Fundamentals	1 week	***Topic: Software- Categories of Application Software*** • Identify at least 3 categories of application software • Differentiate between the main categories of application software such as general-purpose and special-purpose; integrated package; source: off the shelf, custom-written, and customized. • Explain the use of the categories of application software	• Quiz on Application Software
Computer Fundamentals	2 weeks	***Topic: Device Specification*** ▪ Define the term Device specification ▪ Identify system specification needed for purposes such as: to run a video game, web browsing, graphic design, video editing, and desktop publishing. ▪ evaluate the suitability of a given computer system for a specific purpose based on the following criteria: (a) Processing speed (CPU type and speed); (b) Memory (RAM); (c) Secondary storage (capacity and speed); (d) Types of software; and, (e) Input/Output devices.	• Worksheets on Device Specifications
Information Processing	2 weeks	***Topic: Sources of Data and Document Types*** ▪ Identify sources of data and information ▪ Differentiate between document types such as turnaround document, human-readable and machine-readable forms, softcopy and hardcopy	• Quiz on Sources of Data and Document Types