

# Plan of Work ICT

Grade 7

For examination in 2024

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## Introduction

### Prescribed textbooks:

- Information and Communications Technology Grade 7 MIE book based on NCF (2017) [Code: ICTG7]

### Websites and videos

This plan of work includes website links providing direct access to internet resources. Modern College is not responsible for the accuracy or content of information contained in these sites. The inclusion of a link to an external website should not be understood to be an endorsement of that website or the site's owners (or their products/services).

The website pages referenced in this plan of work were selected when the plan of work was produced. Other aspects of the sites were not checked and only the particular resources are recommended.

**IMPORTANT NOTE: The objectives set in this plan of work are achievable if we have normal school days.**

## FIRST TERM [11/01/2024 – 05/04/2024]

### Topic: 2 Computer Operation and Fundamentals

Learning Objectives	Worked Examples	Classwork & Homework	Extra Work	Resources
<b><i>Students should be able to:</i></b> a) distinguish between hardware and software	[ICTG7]: Pg 31 Quick Test 2.3.1 no 1	[ICTG7]: Pg 40 ex 2(a)	[ICTG7]: Pg 44 ex 10,11	● Difference between Software and Hardware   Introduction to software engineering <a href="https://www.youtube.com/watch?v=A-eHEeLE1Hw">https://www.youtube.com/watch?v=A-eHEeLE1Hw</a>
b) describe the components of a computer system	[ICTG7]: Pg 31 Quick Test 2.3.1 no 2	[ICTG7]: Pg 40 ex 1		● What does what in your computer? Computer parts Explained <a href="https://www.youtube.com/watch?v=ExxFxD4OSZ0">https://www.youtube.com/watch?v=ExxFxD4OSZ0</a>
c) state the use of various computer peripherals	[ICTG7]: Pg 34 Quick Test 2.4.1 no 1	[ICTG7]: Pg 41 ex 2 Pg 41 ex 4		● What Are Peripheral Devices of a Computer Definition, Examples & Types <a href="https://www.youtube.com/watch?v=M0F4cc2dkV8">https://www.youtube.com/watch?v=M0F4cc2dkV8</a>
d) distinguish between applications and system software	[ICTG7]: Pg 34 Quick Test 2.4.1 no 2	[ICTG7]: Pg 40 ex 2(b) Pg 43 ex 8		● Types Of Software   System Software and Application Software <a href="https://www.youtube.com/watch?v=HkQKTkw6-Rw">https://www.youtube.com/watch?v=HkQKTkw6-Rw</a>
e) demonstrate an understanding of binary data	[ICTG7]: Pg 36 Quick Test 2.5	[ICTG7]: Pg 42 ex 5		● Bit and Byte Explained in 6 Minutes - What Are Bytes and Bits? <a href="https://www.youtube.com/watch?v=y45v5SLjxAM">https://www.youtube.com/watch?v=y45v5SLjxAM</a>
f) describe various types of computers	[ICTG7]: Pg 36 Quick Test 2.6 no 1	[ICTG7]: Pg 42 ex 7		● Types of Computer <a href="https://www.youtube.com/watch?v=uD0acIhi8xE">https://www.youtube.com/watch?v=uD0acIhi8xE</a>

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g) demonstrate an understanding of the unit of measurement of CPU speed	[ICTG7]: Pg 36 Quick Test 2.5 no 2	[ICTG7]: Pg 44 ex 10		● CPU Clock Speeds - Do they Matter? <a href="https://www.youtube.com/watch?v=gia8TxVGeHA">https://www.youtube.com/watch?v=gia8TxVGeHA</a>
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## Topic 4: Word processing

Learning Objectives	Worked Examples	Classwork & Homework	Extra Work	Resources
<b><i>Students should be able to:</i></b> a) adjust properties of an image to fit them well within a document	<b>[ICTG7]:</b> Pg 85 Word Task 1	<b>[ICTG7]:</b> Pg 86 Word Task 2 Pg 92 ex 2(1)-(4)	<b>[ICTG7]:</b> Pg 93 ex 3	● How to fix picture adjustment in word file <a href="https://www.youtube.com/watch?v=aRzxYKmAEu4">https://www.youtube.com/watch?v=aRzxYKmAEu4</a>
b) manipulate drawings and shapes	<b>[ICTG7]:</b> Pg 88 Word Task 3	<b>[ICTG7]:</b> Pg 91 ex 1 Pg 92 ex 2(5)-(8)		● Word 2010 Tutorial Inserting Shapes Microsoft Training Lesson 13.1 <a href="https://www.youtube.com/watch?v=GJF9qYrZHIU">https://www.youtube.com/watch?v=GJF9qYrZHIU</a>
c) sending emails	<b>[ICTG7]:</b> Pg 89 Word Task 4	<b>[ICTG7]:</b> Pg 90 Word Task 5		● How to Send Email from MS Word <a href="https://www.youtube.com/watch?v=3HksNXSxcpg">https://www.youtube.com/watch?v=3HksNXSxcpg</a>

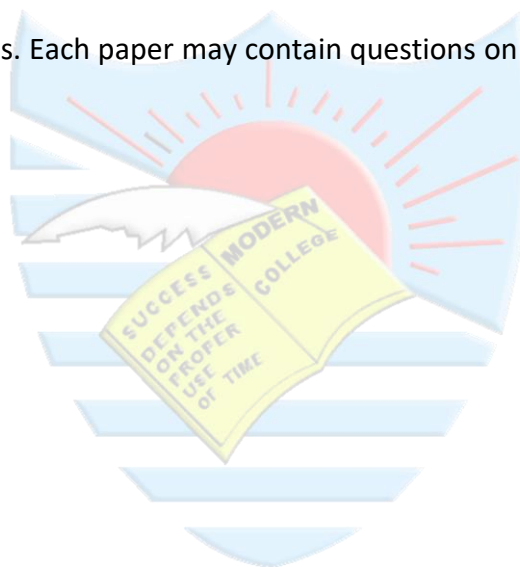
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## March Assessment

Component	Time Allocation	Type	Maximum Mark
Paper 1	1 hour	MCQ, True/False, Matching, Fill-in-the-blank, short answer questions	50

Candidates are expected to cover the PROPOSED syllabus. Each paper may contain questions on any part of the syllabus and questions will not necessarily be restricted to a single topic.



## SECOND TERM [22/04/2024 – 19/07/2024]

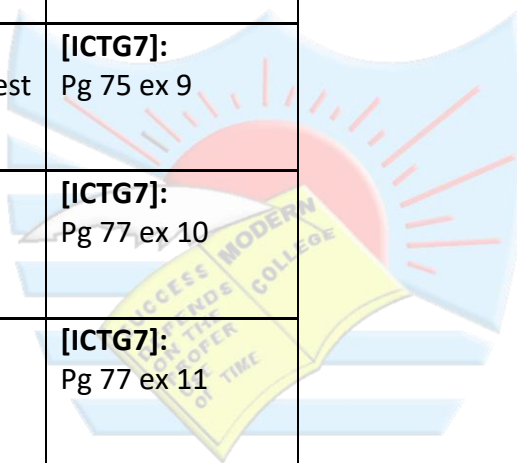
### Topic 3: Internet

Learning Objectives	Worked Examples	Classwork & Homework	Extra Work	Resources
<b><i>Students should be able to:</i></b> a) define a computer network.	[ICTG7]: Pg 50 Quick Test 3.2 no 2	[ICTG7]: Pg 70 ex 4	[ICTG7]: Pg 78 ex 12,13	● What is Computer Network   TechTerms <a href="https://www.youtube.com/watch?v=aHJEIrgj6UA">https://www.youtube.com/watch?v=aHJEIrgj6UA</a>
b) explain the benefits and disadvantages of computer a network.	[ICTG7]: Pg 50 Quick Test 3.2 no 1	[ICTG7]: Pg 68 ex 1		● What is Networking? Advantages and Disadvantages of Networking <a href="https://www.youtube.com/watch?v=cnD-i-LYSY8">https://www.youtube.com/watch?v=cnD-i-LYSY8</a>
c) define a web browser and url.	[ICTG7]: Pg 51 activity 3	[ICTG7]: Pg 72 ex 5		● What is Domain Name, URL, Web Page, Website, WWW, Web Hosting   TechTerms <a href="https://www.youtube.com/watch?v=sh7fe05mUfA">https://www.youtube.com/watch?v=sh7fe05mUfA</a>
d) demonstrate understanding that every web resource has an address on www.	[ICTG7]: Pg 51 activity 2	[ICTG7]: Pg 74 ex 7		● How Do URLs Work? <a href="https://www.youtube.com/watch?v=OvF_pnJ6zrY">https://www.youtube.com/watch?v=OvF_pnJ6zrY</a>
e) distinguish between the internet and www.	[ICTG7]: Pg 51 activity 1	[ICTG7]: Pg 73 ex 6		● What is the world wide web? - Twila Camp <a href="https://www.youtube.com/watch?v=J8hzJxb0rpc">https://www.youtube.com/watch?v=J8hzJxb0rpc</a>
f) define an email.	[ICTG7]: Pg 66 Quick Test 3.9 no 1	[ICTG7]: Pg 74 ex 8		● Email   Definition of email <a href="https://www.youtube.com/watch?v=k2UL58O8qHc">https://www.youtube.com/watch?v=k2UL58O8qHc</a>



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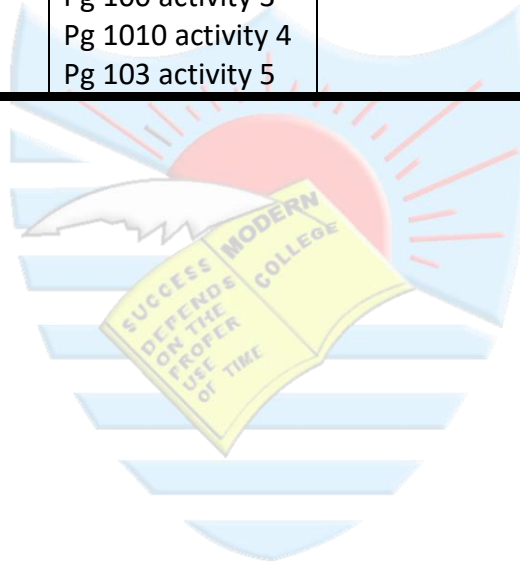
g) differentiate between an email and a postal mail.	[ICTG7]: Pg 66 Quick Test 3.9 no 2	[ICTG7]: Pg 69 ex 3		● Email advantages and disadvantages <a href="https://www.youtube.com/watch?v=gy3cibrMXrA">https://www.youtube.com/watch?v=gy3cibrMXrA</a>
h) create an email address	[ICTG7]: Pg 66 Quick Test 3.9 no 3	[ICTG7]: Pg 68 ex 2		● What is email address example? <a href="https://www.youtube.com/watch?v=ioDZ1Uslz50">https://www.youtube.com/watch?v=ioDZ1Uslz50</a>
i) explain on Search engine	[ICTG7]: Pg 54 Quick Test 3.6	[ICTG7]: Pg 75 ex 9		● How does a Search Engine work? <a href="https://www.youtube.com/watch?v=jUNlpYPw66o">https://www.youtube.com/watch?v=jUNlpYPw66o</a>
j) use refined keywords in web searches.	[ICTG7]: Pg 54 activity 5	[ICTG7]: Pg 77 ex 10		● Choosing Keywords <a href="https://www.youtube.com/watch?v=gy3cibrMXrA">https://www.youtube.com/watch?v=gy3cibrMXrA</a>
k) check the history of web visits.	[ICTG7]: Pg 55 activity 6	[ICTG7]: Pg 77 ex 11		● How To View History On Internet Explorer <a href="https://www.youtube.com/watch?v=UdkqdZL37AI">https://www.youtube.com/watch?v=UdkqdZL37AI</a>

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## Topic: 5 Spreadsheet

Learning Objectives	Worked Examples	Classwork & Homework	Extra Work	Resources
<b><i>Students should be able to:</i></b> a) Work with formulae	<b>[ICTG7]:</b> Pg 98 activity 1	<b>[ICTG7]:</b> Pg 99 activity 2 Pg 100 activity 3 Pg 1010 activity 4 Pg 103 activity 5	<b>[ICTG7]:</b> Pg 104 activity 6	● Basic Excel Formulas - Add, Subtract, Divide, Multiply <a href="https://www.youtube.com/watch?v=1naiWCWfSt4">https://www.youtube.com/watch?v=1naiWCWfSt4</a>



## Topic 1: Health, safety and Ethics

Learning Objectives	Worked Examples	Classwork & Homework	Extra Work	Resources
<b><i>Students should be able to:</i></b> a) show an understanding of computer laboratory guidelines	[ICTG7]: Pg 2 Quick Test 1.3	[ICTG7]: Pg 20 ex 1	[ICTG7]: Pg 21 ex 8,9	<ul style="list-style-type: none"> <li>● Computer Lab Rules <a href="https://www.youtube.com/watch?v=EfpALCWfH0g">https://www.youtube.com/watch?v=EfpALCWfH0g</a></li> </ul>
b) apply the rules and regulations of using the computer laboratory	[ICTG7]: Pg 4 Quick Test 1.4	[ICTG7]: Pg 20 ex 2		<ul style="list-style-type: none"> <li>● What is COMPUTER LAB? What does COMPUTER LAB mean? COMPUTER LAB meaning &amp; explanation <a href="https://www.youtube.com/watch?v=zOHVJkVkb0">https://www.youtube.com/watch?v=zOHVJkVkb0</a></li> </ul>
c) adopt safety precautions when using an ict tool	[ICTG7]: Pg 6 Quick Test 1.5	[ICTG7]: Pg 21 ex 3		<ul style="list-style-type: none"> <li>● Computing Health and Safety <a href="https://www.youtube.com/watch?v=T8qGO7XQ0Uw">https://www.youtube.com/watch?v=T8qGO7XQ0Uw</a></li> </ul>
d) demonstrate proper care of computer equipment	[ICTG7]: Pg 11 activity 1.6.2	[ICTG7]: Pg 21 ex 4		<ul style="list-style-type: none"> <li>● Computer Basics: Cleaning Your Computer <a href="https://www.youtube.com/watch?v=kgBIsKeTLLk">https://www.youtube.com/watch?v=kgBIsKeTLLk</a></li> </ul>
e) discuss the social and economic effects of using of computers in the context of particular computer applications	[ICTG7]: Pg 7 activity 1.6.1 Pg 9 Quick Test 1.6.1	[ICTG7]: Pg 14 Quick Test 1.6.3 Pg 16 Quick Test 1.6.4 Pg 18 Quick Test 1.6.5 Pg 19 Quick Test 1.6.6 Pg 21 ex 5 Pg 22 ex 6,7		<ul style="list-style-type: none"> <li>● Uses of Computers part-1 for Grade II - Chapter-3 <a href="https://www.youtube.com/watch?v=aRM5GfTrinQ">https://www.youtube.com/watch?v=aRM5GfTrinQ</a></li> </ul>

## Topic 6: Presentation

Learning Objectives	Worked Examples	Classwork & Homework	Extra Work	Resources
<i>Students should be able to:</i> a) open Powerpoint software	[ICTG7]: Pg 108 activity 1	[ICTG7]: Pg 114 activity 5	[ICTG7]: Give students tasks to create a complete presentations on a topic	<ul style="list-style-type: none"> <li>How To Open PowerPoint On Windows 7 <a href="https://www.youtube.com/watch?v=7Kz3cZBBclc">https://www.youtube.com/watch?v=7Kz3cZBBclc</a></li> </ul>
b) Insert new slide	[ICTG7]: Pg 109 activity 2	[ICTG7]: Pg 116 activity 6		<ul style="list-style-type: none"> <li>How To Add A Slide In Powerpoint and Change Layout <a href="https://www.youtube.com/watch?v=o3nuIJKASnY">https://www.youtube.com/watch?v=o3nuIJKASnY</a></li> </ul>
c) Work with charts and tables	[ICTG7]: Pg 112 activity 3	[ICTG7]: Pg 117 activity 7		<ul style="list-style-type: none"> <li>PowerPoint 2010 Tutorial 4 of 6 - PowerPoint Charts and PowerPoint Tables <a href="https://www.youtube.com/watch?v=SJW9XDgd48">https://www.youtube.com/watch?v=SJW9XDgd48</a></li> </ul>
d) use advanced animations	[ICTG7]: Pg 113 activity 4	[ICTG7]: Pg 118 activity 8		<ul style="list-style-type: none"> <li>PowerPoint 2010: Advanced Animation <a href="https://www.youtube.com/watch?v=oGp6DtPcnRo">https://www.youtube.com/watch?v=oGp6DtPcnRo</a></li> </ul>

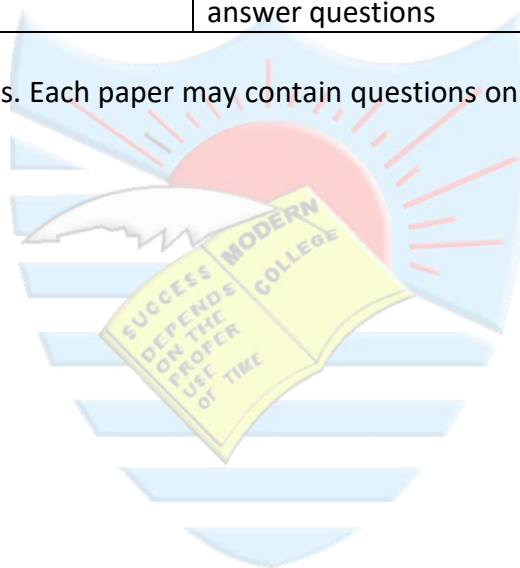
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## July Assessment

Component	Time Allocation	Type	Maximum Mark
Paper 1	1 hour	MCQ, True/False, Matching, Fill-in-the-blank, short answer questions	50

Candidates are expected to cover the PROPOSED syllabus. Each paper may contain questions on any part of the syllabus and questions will not necessarily be restricted to a single topic.



## THIRD TERM [12/08/2024 – 30/10/2024]

### Topic 7: Multimedia

Learning Objectives	Worked Examples	Classwork & Homework	Extra Work	Resources
<b><i>Students should be able to:</i></b> a) Create simple animated clips	[ICTG7]: Pg 126 practical activity	[ICTG7]: Pg 130 activity	[ICTG7]: Give students tasks to create a clips on a selected topic	● Movie Maker Tutorial for Beginners <a href="https://www.youtube.com/watch?v=aoc5ppLhPbE">https://www.youtube.com/watch?v=aoc5ppLhPbE</a>

## Topic 8: Practical problem solving and programming

Learning Objectives	Worked Examples	Classwork & Homework	Extra Work	Resources
<b><i>Students should be able to:</i></b> a) create a sequence of instructions in a visual programming language such as Scratch/Logo	[ICTG7]: Pg 135 activity 1	[ICTG7]: Pg 136 activity 2,3 Pg 137 activity 4 Pg 138 activity 5	[ICTG7]: Pg 139 summative activities	● LOGO   Programming Language   How to use?   Deeply Explained <a href="https://www.youtube.com/watch?v=g6kmVHfMQvY">https://www.youtube.com/watch?v=g6kmVHfMQvY</a>

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## October Assessment

Component	Time Allocation	Type	Maximum Mark
Paper 1	1 hour	MCQ, True/False, Matching, Fill-in-the-blank, short answer questions	50

Candidates are expected to cover the PROPOSED syllabus. Each paper may contain questions on any part of the syllabus and questions will not necessarily be restricted to a single topic.

