

Plan of Work

ICT

Grade 8

For examination in 2025

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Introduction

Prescribed textbooks:

- Information and Communications Technology Grade 8 based on NCF [Code:ICTG8]

Reference books:

- a) Information and Communications Technology Secondary 2 by V.S Bhaugeeratty [Code: ICTS2]
- b) Information and Communications Technology Book 2 Grade 8 3rd Edition by Dr A. J Polin and S. Alladeen Polin [Code: ICTB2]
- c) Classified Computer Studies Form 3 National Examinations (Grade 9) by Kamal Prayag[Code: CCS]

Students are STRONGLY advised to look for these reference books and to make judicious use of it.

Recommended prior knowledge

Please refer to Grade 7 syllabus for exams in 2019 where the learning objectives of each topic are clearly described. In order to gain the most from Grade 8 Computer Literacy course, it is assumed that students are already familiar with the following topics:

	Topic
1	Health, Safety and Ethics
2	Computer Operation and Fundamentals
3	Internet

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4	Word Processing
5	Spreadsheet
6	Presentation
7	Multimedia

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 [13/01/2025 – 11/04/2025]

Topic: 1 Computer Operation and Fundamentals

Learning Objectives	Worked Examples	Classwork & Homework	Extra Work	Resources
<i>Students should be able to:</i> a) Describe the features of input and output devices	[ICTS2]: pg37 ques 1	[ICTG8]: pg 12 Quick Test 1.2 pg 20 ex 1, 4,7	[ICTS2]: pg 4 ex 2, 4, 5	● Input, Output and Storage devices https://www.youtube.com/watch?v=b7uwVe7M8Pg
b) Distinguish among different storage devices	[ICTB2]: pg26 Class Activity	[ICTG8]: pg 18 1, 3 pg 20 ex 2,3	[ICTB2]: pg 32 ex 2(a) pg34 ex 12, 14, 19	● Storage Devices https://www.youtube.com/watch?v=Do-O1bou tA
c) Show and understanding of the difference between primary and secondary storage	[ICTS2]: pg 40 ex2	[ICTG8]: pg 19 ex 4 Pg 20 ex 5, 6	[ICTS2]: pg 40 ex 6 pg 42 ex1, 3	● Primary Memory : Types and differences from Secondary Storage Memory https://www.youtube.com/watch?v=c3m9r62jMS8
d) Demonstrate an understanding of unit of measurement of storage devices	[ICTB2]: pg 32 ex1(d)(e)	[ICTG8]: pg 14 Quick Test 1.2 pg 19 ex 5	[ICTB2]: pg 34 ex 14	● Computer Skills Course: Bits, Bytes, Kilobytes, Megabytes, Gigabytes, Terabytes https://www.youtube.com/watch?v=HRmfXA4EUBs

Topic: 2 Word Processing

Learning Objectives	Worked Examples	Classwork & Homework	Extra Work	Resources
<i>Students should be able to:</i> a) Manipulate multiple documents	[ICTB2]: pg 148 ex 8	[ICTG8]: pg 63 word task 13	[ICTB2]: pg 148 ex 11	<ul style="list-style-type: none"> Working with master documents and subdocuments in Word https://www.youtube.com/watch?v=TiBDCTiKSY
b) Perform additional document formatting	[ICTS2]: pg 90 quick test	[ICTG8]: pg 32 Word Task 2 pg 43 Word Task 8 pg 49 Word Task 9 pg 50 Word Task 10 pg 51 Word Task 11 pg 54 Word Task 12 pg 69 End of unit questions	[ICTB2]: pg 148 Ex1 - 12	<ul style="list-style-type: none"> Advanced Microsoft Word - Formatting Your Document https://www.youtube.com/watch?v=Fvrtt0h84Mg
c) Manipulate tables and converting text to table back and forth	[ICTB2]: pg 149 ex 13	[ICTG8]: pg 28 Word Task 1 pg 32 Word Task 3 pg 35 Word Task 4 pg 37 Word Task 5 pg 39 Word Task 6	[ICTB2]: pg 149 ex 14	<ul style="list-style-type: none"> Convert Text to a Table or a Table to Text Word https://www.youtube.com/watch?v=UYQ_ovKTnSo

Topic: 5 Internet

Learning Objectives	Worked Examples	Classwork & Homework	Extra Work	Resources
Students should be able to: a) Differentiate between a search engine and a meta-search engine	[ICTS2]: pg 228 ex 1	[ICTG8]: pg 101 activity 1 pg 109 ex 4 pg 110 ex 5 (a)(c)	[ICTB2]: pg 74 ex 1	● INTRODUCTION TO META SEARCH ENGINES https://www.youtube.com/watch?v=YC22FJWq5sg
b) Use a meta-search engine in Web searches	[ICTS2]: pg 228 ex 2(a)	[ICTG8]: pg 102 activity 2	[ICTS2]: pg 243 ex 2 pg 247 ex 1	● Meta Search Engines https://www.youtube.com/watch?v=-adLCLxltNE
c) Decide when to use a meta-search engine	[ICTS2]: pg 228 ex 2(b)	[ICTG8]: pg 109 ex 3	[ICTS2]: pg 247 ex 6	● using meta search engine dogpile procedural https://www.youtube.com/watch?v=G32A9Kb8pYo
d) Explain the difference between a cable-based and wireless network	[ICTB2]: pg 74 ex 2	[ICTG8]: pg 108 ex 1, 2 pg 110 ex 5(b)	[ICTS2]: pg 306 ex 3	● Wired vs. WiFi Connections. The differences explained. https://www.youtube.com/watch?v=_TpUbjJosrs
e) Choose between a wireless or wired network (or a combination of these two) according to a particular context	[ICTS2]: pg 246 ex2	[ICTG8]: pg 107 activity 3 pg 110 ex 5(d)	[ICTS2]: pg 302 ex 10	● Wired vs Wireless network connections https://www.youtube.com/watch?v=iOB5M9lHALg

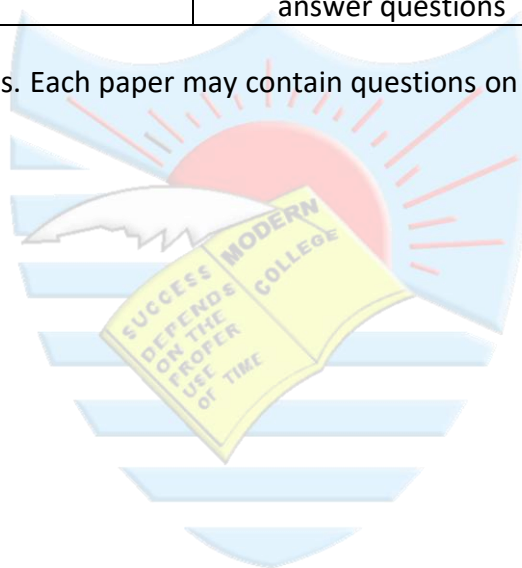
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March Assessment

Component	Time Allocation	Type	Maximum Mark
Paper 1	1 hour 30 mins	MCQ, True/False, Matching, Fill-in-the-blank, short answer questions	75

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 [28/04/2025 – 18/07/2025]

Topic: 3 Presentation

Learning Objectives	Worked Examples	Classwork & Homework	Extra Work	Resources
<i>Students should be able to:</i> a) Explore notes and handouts	[ICTS2]: pg 187 practical	[ICTG8]: pg 81 practical pg 85 ex 1	[ICTS2]: pg 199 ex 2	● Power Point: Notes & Handouts https://www.youtube.com/watch?v=MZejlCV6hQ
b) Create and modify speaker notes	[ICTS2]: pg 197 practical	[ICTG8]: pg 75 practical	[ICTS2]: pg 204 ex 6	● PowerPoint 2010: Speaker Notes https://www.youtube.com/watch?v=hZoGMnGU1b8
c) Create notes in Notes Page view	[ICTS2]: pg 197 practical	[ICTG8]: pg 77 practical pg 85 ex 2	[ICTS2]: pg 204 ex 5	● How to Add Notes to a PowerPoint Presentation https://www.youtube.com/watch?v=GTRRyEaUsbM
d) Preview presentation in Print Preview	[ICTS2]: pg 198 practical	[ICTG8]: pg 86 ex 3	[ICTS2]: pg 204 ex 4	● PowerPoint 2013: Printing Presentations https://www.youtube.com/watch?v=px3Z8D_uFnY

Topic: 4 Spreadsheet

Learning Objectives	Worked Examples	Classwork & Homework	Extra Work	Resources
Students should be able to: a) Applying filtering and sorting	[ICTB2]: pg 148- practical work	[ICTG8]: Pg 92 Spreadsheet Activity 1 Pg 94 Quick Test 4.1 Pg 96 End of Unit Questions	[ICTB2]: pg 155 quick test	● Excel 2017. The efficient use of Sort and Filter for all users https://www.youtube.com/watch?v=_dr68dH6_so

Topic: 7 Health, Safety and Ethics

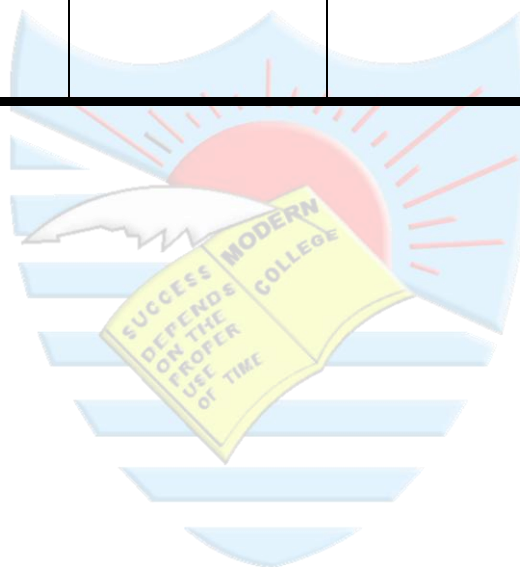
Learning Objectives	Worked Examples	Classwork & Homework	Extra Work	Resources
<i>Students should be able to:</i> a) Define Computer ethics, Information privacy and Security of data	[ICTS2]: pg 258 ex 2	[ICTG8]: pg 124 quick test 7.2 pg 133 ex 4	[ICTS2]: pg 258 ex 4	● Ethics, Security, Privacy https://www.youtube.com/watch?v=PcVgWVoAD0I
b) Demonstrate an understanding for the need of computer ethics when using computers	[ICTS2]: pg 257 ex 1	[ICTG8]: pg 126 quick test 7.3 pg 133 2x 5	[ICTS2]: pg 283 ex 2(d)	● The Ten Commandments of Computer Ethics https://www.youtube.com/watch?v=Nt36F-1fd6U
c) Discuss the implications of information privacy	[ICTS2]: pg 258 ex 3	[ICTG8]: pg 129 quick test 7.5	[ICTS2]: pg 264 ex 3	● Data Protection and Privacy https://www.youtube.com/watch?v=6vNxslcf9AE
d) Explain the implications of software piracy, computer crime and hacking.	[ICTS2]: pg 269 ex 1	[ICTG8]: pg 128 quick test 7.4 pg 131 ex 1	[ICTS2]: pg 270 ex 2,3	● What Is Software Piracy https://www.youtube.com/watch?v=mQ1ZRB3lwdg
e) Explain how to keep data secure in computer systems	[ICTS2]: pg 277 ex 2	[ICTG8]: pg 130 quick test 7.6 pg 132 ex 3	[ICTS2]: pg 281 ex 6	● What is COMPUTER SECURITY THREATS AND HOW TO PROTECT YOUR COMPUTER? https://www.youtube.com/watch?v=XyLQLLrCSPU
f) Identify the threats to data security	[ICTS2]: pg 277 ex 4	[ICTG8]: pg 131 ex 2	[ICTS2]: pg 284 ex 6	● Cyber Security – Top 10 Threats https://www.youtube.com/watch?v=dVW1FNWSaTg

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Topic: 6 Multimedia

Learning Objectives	Worked Examples	Classwork & Homework	Extra Work	Resources
Students should be able to: a) Enhance a video using learner-recorded narration and overlay text	[ICTG8]: pg 113 practical	[ICTG8]: Pg 119 Activity 1	[ICTS2]: pg 54 ex 13	● How to do Voice Narration in Windows Movie Maker https://www.youtube.com/watch?v=LlfmpPgMcKI



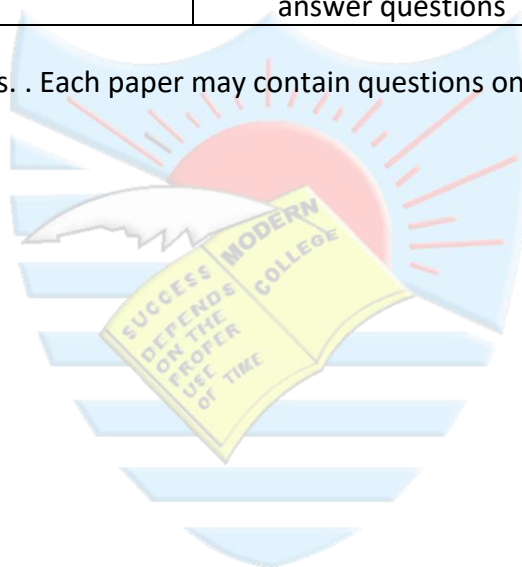
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July Assessment

Component	Time Allocation	Type	Maximum Mark
Paper 1	1 hour 30 mins	MCQ, True/False, Matching, Fill-in-the-blank, short answer questions	75

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 [11/08/2025 – 31/10/2025]

Topic: 9 Database

Learning Objectives	Worked Examples	Classwork & Homework	Extra Work	Resources
<i>Students should be able to:</i> a) Demonstrate an understanding of the structure of a database	[CCS]: pg 53 ex 1	[ICTG8]: pg 161 ex 1	[CCS]: pg 54 ex 3(a)	● Database Tutorial for Beginners https://www.youtube.com/watch?v=wR0jg0eQsZA
b) Create and modify a database structure	[CCS]: pg 53 ex 2 – create database structure for the table	[ICTG8]: pg 163 activity 1	[CCS]: pg 54 ex 3(a)	● Access 2010: Modify an Access Web Database template https://www.youtube.com/watch?v=icwiJm4O-F8
c) Create a database table	[CCS]: pg 53 ex 2 – create the table in access	[ICTG8]: pg 167 ex 1(a)	[CCS]: pg 54 ex 3(b)	● 1.1 (2010) Creating a Table in Access 2010 https://www.youtube.com/watch?v=Zyj5dCeO0so
d) Enter, modify and delete data in a table.	[CCS]: pg 53 ex 2 – enter and modify data in the table	[ICTG8]: pg 168 ex 1(b)(c)	[CCS]: pg 54 ex 3(e)	● Access: Modifying Tables https://www.youtube.com/watch?v=mtX2QLrJv1U

Topic: 8 Practical Problem Solving and Programming

Learning Objectives	Worked Examples	Classwork & Homework	Extra Work	Resources
Students should be able to: a) Create a sequence of instructions in a visual programming language such as Scratch/Logo	[ICTG8]: pg 142 practical	[ICTG8]: pg 146 activity 1 pg 151 activity 2	[CCS]: pg 69 ex2	● INTRODUCTION TO SCRATCH PROGRAMMING https://www.youtube.com/watch?v=JcOcxKWgnps
b) Perform mathematical calculations and modelling	[CCS]: pg 70 ex3	[ICTG8]: pg 154 activity 3 pg 158 ex 1, 2	[CCS]: pg 72 ex5	● Mathematical Operation using Logo class 3 Part 6 MSWLogo https://www.youtube.com/watch?v=e4Uy1AeljIA
c) Identify and use flowchart symbols	[CCS]: pg 69 ex1	[ICTG8]: pg 140 ex 1 - 4	[CCS]: pg 71 ex4	● Introduction to Flowchart Symbols https://www.youtube.com/watch?v=kxZJv56BxU8

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October Assessment

Component	Time Allocation	Type	Maximum Mark
Paper 1	1 hour 30 mins	MCQ, True/False, Matching, Fill-in-the-blank, short answer questions	75

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.

