

Plan of Work

ICT

Grade 9

For examination in 2025

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Introduction

Prescribed textbooks:

- Information and Communications Technology Grade 9 based on NCF [Code:ICTG9]

Reference books:

1. Classified Computer Studies Form 3 National Examinations (Grade 9) by Kamal Prayag[Code: CCS]
2. MES ICT Specimen Paper [Code: MESSP]
3. Model Examination Papers National Certificate Of Education by K.Prayag [Code: MNCE]

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

Recommended prior knowledge

Please refer to Grade 8 syllabus for exams in 2019 where the learning objectives of each topic are clearly described. In order to gain the most from Grade 9 Computer Literacy course, it is assumed that students are already familiar with the following topics:

	Topic
•	Health, Safety and Ethics
•	Computer Operation and Fundamentals

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•	Internet
•	Word Processing
•	Spreadsheet
•	Presentation
•	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) Discuss the functions of an operating system	[CCS]: Pg 12 ques 3	[ICTG9]: Pg 4 Quick test, Pg 12 ex 1,2 Pg 13 ex 4 Pg 14 ex 5(a)(g)(h)(j) Pg 14 ex 6(c)	[MESSP]: Ques 6 a [MNCE]: Pg 91 ques 9	● Introduction to Operating System https://www.youtube.com/watch?v=vBURTt97EkA
b) List the different types of operating systems	[MNCE]: Pg 85 ques 1 (XV)	[ICTG9]: Pg 6 Quick test Pg 12 ex 3 Pg 14 ex 5(c)(d)(f) Pg 14 ex 6(a)		● Types of Operating Systems as Fast As Possible https://www.youtube.com/watch?v=MR2ntdZWA
c) Demonstrate an understanding of basic troubleshooting techniques	[MNCE]: Pg 87 ques 4 a	[ICTG9]: Pg 10 Quick test Pg 14 ex 5(b)(e)(i) Pg 14 ex 6(b)(d)(e) Pg 15 ex 7		● TOP 10 Desktop PC Issues and Problems with Solutions https://www.youtube.com/watch?v=Fza_ykzypGU

Topic: 2 Word Processing

Learning Objectives	Worked Examples	Classwork & Homework	Extra Work	Resources
<i>Students should be able to:</i> a) Automatically generate multiple copies of the same document adapted for different recipients	[CCS]: Pg 38 ques 1b(iii)	[ICTG9]: Pg 20 activity Pg 21 activity Pg 25 activity Pg 42 ex 1(c)(e)(g) Pg 44 ex 4	[MESSP]: Ques 2 [MNCE]: Pg 33 ques 8	<ul style="list-style-type: none"> ● Use Mail Merge in Word 2010 to create documents automatically using Excel data https://www.youtube.com/watch?v=ZQJydKxJtd8
b) Automatically generate a table of content and list of figures/tables	[CCS]: Pg 79 ques 1	[ICTG9]: Pg 29 activity Pg 37 activity Pg 42 ex 1(a)(b)(d) (f) Pg 43 ex 2,3		<ul style="list-style-type: none"> ● How to Make a Table of Contents in Microsoft Word https://www.youtube.com/watch?v=5LNOppjWloc

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Topic: 5 Internet

Learning Objectives	Worked Examples	Classwork & Homework	Extra Work	Resources
<i>Students should be able to:</i> a) Distinguish between different types of network, e.g. based on size & purpose	[CCS]: Pg 59 ques 1a	[ICTG9]: Pg 111 quick test Pg 134 ex 2(ii)(ix)	[MESSP]: Ques 2 [MNCE]: Pg 32 ques 7	<ul style="list-style-type: none"> Difference between LAN and WAN LAN vs WAN https://www.youtube.com/watch?v=0hMmCkJEgpk
b) Distinguish between different network topologies	[CCS]: Pg 147 ques 7	[ICTG9]: Pg 115 quick test Pg 134 ex 2(iii) (viii)(x)		<ul style="list-style-type: none"> Network Topologies (Star, Bus, Ring, Mesh, Ad hoc, Infrastructure, & Wireless Mesh Topology) https://www.youtube.com/watch?v=zbqrNg4C98U
c) Differentiate between an Intranet and an Extranet	[CCS]: Pg 61 ques 4	[ICTG9]: Pg 116 quick test Pg 134 ex 2(iv)		<ul style="list-style-type: none"> Intranet Versus Extranet https://www.youtube.com/watch?v=GdcJPHrjPso
d) List various network components and explain their importance	[CCS]: Pg 75 ques 4	[ICTG9]: Pg 107 quick test Pg 134 ex 2(i)(vii)		<ul style="list-style-type: none"> Network Components - Endpoint, NIC, LAN Cable, Connector, Switch, Router TechTerms https://www.youtube.com/watch?v=gVrXLq5E-CQ

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e) Propose network components for a particular network	[CCS]: Pg 93 ques 6	[ICTG9]: Pg 134 ex 1 Pg 134 ex 2(v)(vi)	<ul style="list-style-type: none"> Network Components CCENT-ICND1 https://www.youtube.com/watch?v=2u1Baqnhl-Y
f) Engage in e-discussions using the Internet	[CCS]: Pg 94 ques 7	[ICTG9]: Pg 125 quick test Pg 134 ex 2(xi)	<ul style="list-style-type: none"> How ICT has changed communication and collaboration https://www.bbc.co.uk/bitesize/guides/zg6g87h/revision/1
g) Create a website	[MNCE]: Pg 72 ques 8	[ICTG9]: Pg 127 activity 1 Pg 131 activity 2 Pg 132 activity 3 Pg 133 quick test	<ul style="list-style-type: none"> How To Create A Website Using HTML And CSS Step By Step Website Tutorial https://www.youtube.com/watch?v=a2UnYs9AA_M

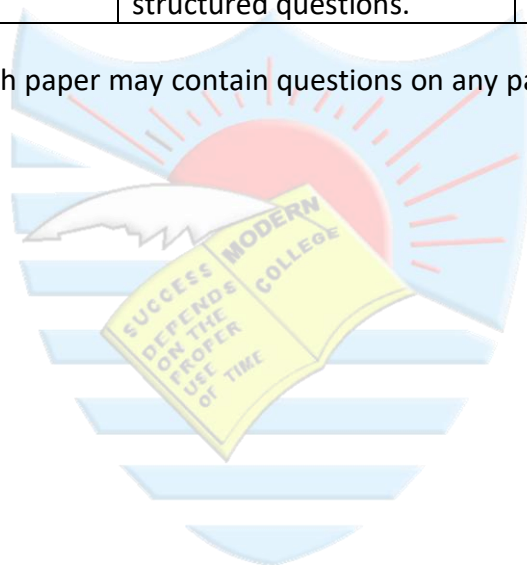
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March Assessment

Component	Time Allocation	Type	Maximum Mark
Paper 1	1 hour 45 mins	MCQ, Fill-in the blank, T/F, matching and short structured questions.	100

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: 4 Presentation

Learning Objectives	Worked Examples	Classwork & Homework	Extra Work	Resources
<i>Students should be able to:</i> a) Apply design templates	[MNCE]: Pg 68 ques 3	[ICTG9]: Pg 78 activity 1 Pg 94 ex1 (b)(c) Pg 100 ex 3(b)(c) Pg 102 ex 6	[MNCE]: Pg 105 ques 2 Pg 176 ques 12	<ul style="list-style-type: none">How to Create and Apply PowerPoint Templates For Dummies https://www.youtube.com/watch?v=TBHu1RdsXik
b) Use title and slide master to create a presentation	[MNCE]: Pg 26 ques 1 (vi)	[ICTG9]: Pg 86 activity 2 Pg 94 ex 1(a) Pg 100 ex 3(a) Pg 101 ex 4 Pg 102 ex5		<ul style="list-style-type: none">How to Use a PowerPoint Slide Master For Dummies https://www.youtube.com/watch?v=FA5aZ4Qk5RE
c) Apply multiple slide masters	[MNCE]: Pg 83 ques 1 (iv)	[ICTG9]: Pg 94 activity 3 Pg 94 ex 2 Pg 100 ex 3(d)(e) (f)		<ul style="list-style-type: none">PowerPoint - Multiple Masters https://www.youtube.com/watch?v=MCNmyzIR-l0

Topic: 3 Spreadsheet

Learning Objectives	Worked Examples	Classwork & Homework	Extra Work	Resources
<i>Students should be able to:</i> a) Use advanced Formatting,	[CCS]: Pg 46 ques 2	[ICTG9]: Pg 48 activity 1 Pg 49 activity 2 Pg 52 activity 3 Pg 55 activity 4 Pg 59 activity 5 Pg 72 ex 1	[MESSP]: Ques 9 [MNCE]: Pg 35 ques 9	<ul style="list-style-type: none"> Excel 2010 - Conditional Formatting - Formulas https://www.youtube.com/watch?v=c6V3KXEuFZs
b) Use advanced Formulae	[CCS]: Pg 48 ques 3	[ICTG9]: Pg 63 activity 6 Pg 72 ex 2		<ul style="list-style-type: none"> 10 Advanced Excel Formula https://www.youtube.com/watch?v=dZRzqWjHD1k
c) Use advanced Functions	[CCS]: Pg 49 ques 4	[ICTG9]: Pg 68 activity 7 Pg 71 activity 8 Pg 72 ex 3		<ul style="list-style-type: none"> Advanced Excel - Using the IF Function in Excel to Program Your Spreadsheets https://www.youtube.com/watch?v=atuoioWxiVw

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Topic: 6 Multimedia

Learning Objectives	Worked Examples	Classwork & Homework	Extra Work	Resources
<i>Students should be able to:</i> a) Create comic strips using an appropriate authoring tool	[CCS]: Pg 15 ques 1e	[ICTG9]: Pg 150 activity Pg 155 ex 1 - 3	[MESSP]: Ques 7	<ul style="list-style-type: none">Creating a Comic Book Digitally: Part 1 - Script & Layout https://www.youtube.com/watch?v=jvaHJ71klc

Topic: 7 Health, Safety and Ethics

Learning Objectives	Worked Examples	Classwork & Homework	Extra Work	Resources
<i>Students should be able to:</i> a) Analyse the key features in a data protection act	[CCS]: Pg 66 ques 7c	[ICTG9]: Pg 161 quick test Pg 170 ex 1(3) Pg 173 ex 7	[MNCE]: Pg 29 ques 3	<ul style="list-style-type: none"> What is the Data Protection Act (DPA)? https://www.youtube.com/watch?v=yQila5tRvek
b) Define ownership, copyright & plagiarism of Internet resources	[MNCE]: Pg 27 ques 1(ix)	[ICTG9]: Pg 163 quick test Pg 172 ex 3	Pg 50 ques 8	<ul style="list-style-type: none"> Plagiarism https://www.youtube.com/watch?v=q6rXX4q04Yg
c) Distinguish between ownership and copyright	[MNCE]: Pg 47 ques 5	[ICTG9]: Pg 170 ex 1(5) Pg 171 ex 2(a) Pg 173 ex 5		<ul style="list-style-type: none"> Copyright & You - Defining Copyright Ownership https://www.youtube.com/watch?v=7LwYOWFmgOI
d) Show an understanding of how to avoid accidental plagiarism when using Internet sources	[CCS]: Pg 59 ques 1a	[ICTG9]: Pg 170 ex 1(7)(9) Pg 171 ex 2(b)(c) Pg 172 ex 4 Pg 173 ex 6		<ul style="list-style-type: none"> How to Avoid Plagiarism: In 5 Easy Steps https://www.youtube.com/watch?v=UsFcU1PH8E

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e) Explain the potential health hazards related to the prolonged use of ICT equipment	[CCS]: Pg 64 ques 1c, d	[ICTG9]: Pg 167 quick test Pg 170 ex 1(2) (10) (11) Pg 172 ex 8	<ul style="list-style-type: none"> Computing Health and Safety https://www.youtube.com/watch?v=T8qGO7XQ0Uw
f) Discuss on how to prevent the health hazards when using ICT equipment	[CCS]: Pg 66 ques 5	[ICTG9]: Pg 170 ex 1(1)(8) Pg 171 ex 2(f)(g)	<ul style="list-style-type: none"> Occupational Health & Safety in Computer Laboratory https://www.youtube.com/watch?v=-pQb99daOiw
g) Analyse the potential dangers of the Internet	[CCS]: Pg 61 ques 5	[ICTG9]: Pg 170 ex 1(4)(6) Pg 171 ex 2(d)(e) Pg 174 ex 9	<ul style="list-style-type: none"> Being Safe on the Internet https://www.youtube.com/watch?v=HxySrSbSY7o

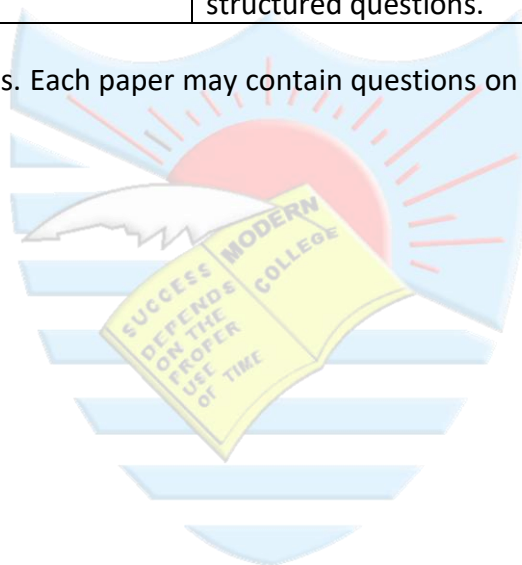
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July Assessment

Component	Time Allocation	Type	Maximum Mark
Paper 1	1 hour 45 mins	MCQ, Fill-in the blank, T/F, matching and short structured questions.	100

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: 8 Practical Problem Solving and Programming

Learning Objectives	Worked Examples	Classwork & Homework	Extra Work	Resources
<i>Students should be able to:</i> a) Draw flowcharts to solve simple problems	[CCS]: Pg 71 ques 4	[ICTG9]: Pg 198 ex 2(a)	[MESSP]: Ques 11 [MNCE]: Pg 98 ques 14	<ul style="list-style-type: none"> Problem Solving Techniques #8: Flow Charts https://www.youtube.com/watch?v=hN9xemJYwos
b) Dry run flowcharts	[CCS]: Pg 70 ques 3	[ICTG9]: Pg 180 activity 1 Pg 180 activity 2, 3 Pg 198 ex 2(b)		<ul style="list-style-type: none"> How to fill in trace table to dry run flowchart. https://www.youtube.com/watch?v=VHfpGXp_IRc
c) Write computer programs for simple problems	[MNCE]: Pg 62 ques 15	[ICTG9]: Pg 189 activity 4 Pg 190 activity 5 Pg 193 activity 6 Pg 197 activity 7 Pg 198 ex 1 Pg 198 ex 2(c)		<ul style="list-style-type: none"> Python Coder Beginner # Learn Simple Logic https://www.youtube.com/watch?v=dgDipVg-kME

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Topic: 9 Database

Learning Objectives	Worked Examples	Classwork & Homework	Extra Work	Resources
Students should be able to: a) Create queries	[CCS]: Pg 53 ques 2	[ICTG9]: Pg 206 activity 1 Pg 210 activity 2 Pg 213 activity 3 Pg 218 activity 4 Pg 219 activity 5 Pg 220 activity 6 Pg 222 activity 7 Pg 236 ex 1 - 4 Pg 240 ex 8	[MESSP]: Ques 10 [MNCE]: Pg 37 ques 10	<ul style="list-style-type: none"> Microsoft Access 2007 2010 part 3 (Query & Reports) https://www.youtube.com/watch?v=LSyUZ1drzBg
b) Create form	[CCS]: Pg 53 ques 3	[ICTG9]: Pg 220 activity 8 Pg 238 ex 5,6		<ul style="list-style-type: none"> How to create forms in Access lynda.com tutorial https://www.youtube.com/watch?v=_qS1qr5tUe0
c) Create reports	[CCS]: Pg 56 ques 4	[ICTG9]: Pg 229 activity 9 Pg 234 activity 10 Pg 238 ex 7		<ul style="list-style-type: none"> How to create a summary report in Access https://www.youtube.com/watch?v=U-3VAbcs58M

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October Assessment

{National Assessment}

Component	Time Allocation	Type	Maximum Mark
Paper 1	1 hour 45 mins	MCQ, Fill-in the blank, T/F, matching and short structured questions.	100

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.

