

Month	No. of periods	Theory Unit	Topic / Details	ILO	Practical Unit	Topic / Details	ILO
September 2016.							
Week 1	4	Chapter 01	Hardware : Introduction, What is a computer?	Identify the relationship between input, process and output	Chapter 04	Wordprocessing : Introduction, Text formatting, Ex 4.1	Use the tools in a Word Processing and a DTP software for a purpose
Week 2	4		Input, Output, Processing & storage , Ex 1.1			Identify the usage of different types of computer	
Week 3	4		Input Devices & their applications	Page setup, Mail merge, Ex 4.4, 4.5			
Week 4	4		Output Devices	Practice the Mail merge tasks			
Week 5	4		Monthly Evaluation				
October 2016.							
Week 1	4	Chapter 01	Control Devices, Ex 1.2		Chapter 04	Introduction to Desktop publishing	Create Posters, letter heads etc
Week 2	4	Chapter 02	Storage devices	Understand data storage capacity	Chapter 05	Introduction to Spreadsheets, Basic Concepts, Ex 5.1, 5.2	Be able to select and use software applications to meet needs and solve problem
Week 3	4		Other Storage devices,				
Week 4	4		Monthly Evaluation				
Week 5	4		Ex . 2.1				
November 2016.							
Week 1	4	Chapter 02	Memory - Types of memory , Ex 2.1		Chapter 05	Data Sorting, , Ex 5.5 , 5.6	Be able to select and use software applications to meet needs and solve problem
Week 2	4	Chapter 03	Software Types - Application Software	Identify the use of SW applications for given tasks		Graphs and charts , Ex 5.7	
Week 3	4		System Software, Ex 3.1 , Software licensing			Advanced Functions, Ex 5.8, 5.9, 5.10	
Week 4	4		Ex 3.2 , Revise			Macros, Ex 5.11, Modelling , Ex 5.12, 5.13	
December 2016.							

Week 1	Term 1 Examination		
Week 2			
Week 3	December Vacation		
Week 4			

January 2017.

Week 1	4	Chapter 09	Network Types	Know the concepts of networking	Chapter 06	Introduction to Databases	Revise and Recap the skills on constructing database, determine the data types, use of syntaxes,
Week 2	4		Data Transmission Methods	Find the methods of data transmission		Database designing, Ex 6.1	
Week 3	4		The Internet			Table properties, Ex 6.2	
Week 4	4		Ex 9.1 , Monthly Evaluation			Data sorting & filtering, Ex 6.3, Queries	

February 2017.							
Week 1	4	Chapter 09	Electronic Mail	Understand the facilities and services available on an internet	Chapter 06	Queries, Ex 6.4	Revise and Recap the skills on constructing database, determine the data types, use of syntaxes, create queries and reports for a given scenario
Week 2	4		Web based Services			Database reports	
Week 3	4		Internet & Security			Ex 6.5	
Week 4	4		Ex 9.2 , Monthly Evaluation			Databases -Revision	
March 2017.							
Week 1	4	Chapter 11	Data Input and Output - Introduction	Distinguish different data collection methods and validation rules.	Chapter 07	Introduction to Graphic editing software	Use the different tools in a graphic, video, sound editing softwares for a purpose
Week 2	4		Data Collection Methods			Ex 7.1	
Week 3	4		Data Collection Methods .. Cont			Introduction to Sound editing software	
Week 4	4		Design Data connection documents			Ex 7.2	
Week 5	4		Revision			Revision	
April 2017.							
Week 1	Term 2 Examination						
Week 2	Term 2 Examination						
Week 3	April vacation						
Week 4	4	Chapter 11	Data Validation		Chapter 7	Introduction to Video editing software	
May 2017.							
Week 1	4	Chapter 11	Data Verification	Distinguish different data collection methods and verification rules.	Chapter 7	Ex 7.3	Be able to bring together and organise different types of information to achieve a purpose
Week 2	4		Ex 11.1		Chapter 8	Introduction to Presentation software	
Week 3	4		Data Output methods			Slide formatting, Animations & Transition effects	
Week 4	4		Output Design			Ex 8.1, Notes pages	
Week 5	4		Output Design guidelines			Links & Information kiosk	
June 2017.							
Week 1	4	Chapter 11	Data Encoding , Ex 11.2		Chapter 8	Presentation templets, Ex 8.2	
Week 2	4		Revision			Revision	
Week 3	3rd Term Examination						
Week 4	3rd Term Examination						