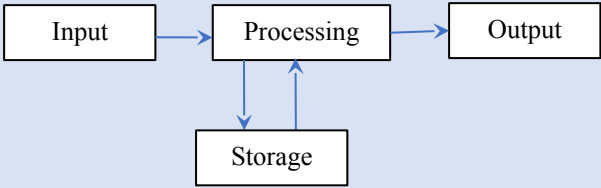| Grade 9 Information Technology Term Plan (Christmas)				
Date	**Topic**	**Content**	**Assessment**	**In-Class Activities**
Sept. 6 - Sept. 8 Duration: 55 mins	Introduction	***Students will be informed of class rules, tools, study tips and*** **Online tools:** Google classroom, Edulastic ***Tools:*** *Text Book, Note Book, USB drive, Email Address etc.* **Guidelines for the term** Introduction & Guidelines Introduction to the software tools to be used for distance learning and expectations for the term. - Component of the term Curriculum - Assessment Methods - Tools 6-week tests - Creations of Groups (*for graded group assignments*) - Discuss the impact of computer usage on health, safety and environment		

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Date	Topic	Content	Assessment	In-Class Activities
Sept 11- Sept 15 **Theory** **Duration: 55 mins**	Ergonomics (Review)	**Less 2- Computer Ergonomics Health and Safety**	**GRADED Coursework #1** **Graded MCQ Activity on Ergonomics.** **Week of Sep 25**	**Ergonomics activity**
Sept 18- Sept 22 **Practical** **Duration: 55 mins**	**Introduction to Word processing**	● State the use of the Word Processing software ● Examples of Word Processors ● State the uses of the Word Processing software **Examples:** 　▢ Document Preparation 　▢ Creating posters 　▢ Invitations **Exploring the Formatting features in MS Word (image of software window provided)** 　▢ Alignment (Left, center, right, justify) 　▢ Line Spacing 　▢ Character formatting **(Font style, size, color)** 　▢ Underlining Text, Bold, Italics 　▢ Inserting bullets 　▢ Page Numbering (Header/Footer) **Creating a basic Table in MS Word**	Homework: Identify areas of the Microsoft Word window. ● Research the Shortcuts for formatting features in Word	**In class activity:** **Students will be given a document to apply the formatting features they have learnt.**
Date	**Topic**	**Content**	**Assessment**	**In-Class Activities**

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Sept 25- Sept 29 **Theory** **Duration 55 mins**	Ergonomics (Review)	**Less 2- Computer Ergonomics Health and Safety**	**Graded MCQ Activity on Ergonomics.** (Individual)	

Oct 2- Oct 6
Practical
Duration: 55 mins
	Introduction to Word processing	**Lesson 3- Mail Merge**
		• **State the purpose of the Mail Merge feature.**
		• **Identify the various documents in which a Mail Merge can be performed on:**
		   o Letters
		   o Email
		   o Envelopes
		   o Labels
		• **Identify the appropriate tab from which a Mail Merge can be completed.**
		   o Mailings Tab
		
		Exploring the component of a Mail Merge in MS Word
		◆ Data Source
		◆ Main Document
		◆ Merged Fields
		◆ Final Document
			Coursework #2 Graded Activity
			(Group)
			<mark>Due in the next class</mark>
				Homework/in-class Activity: to be given to students

Date	Topic	Content	Assessment	In-Class Activity
Oct 9 - Oct 11 Theory Duration: 55 mins	Computer Fundamentals	**STREAM** **Less 4- Components of a Computer System** ⬚ Define the various Generation of Computers 　○ Vacuum Tube, Transistor, Integrated Circuits, Micro Processor, AI ⬚ Advantages /Disadvantages of using Computers ⬚ Components of a computer system (Input devices, output devices, Memory, Processing, Storage) ⬚ Outline the function of each component ⬚ The relationship between Input, Output, Processing and Storage ⬚ Block diagram 	**Homework: Research the different types of Input Devices**	
Date	**Topic**	**Content**	**Assessment**	**In-Class Activity**
		MID TERM BREAK **Date: Oct 12 – 16**		
Oct. 17– Oct. 20 Practical Duration 55 mins	Introduction to Word processing	**Less 5: Automatic Table of Contents Generation in Microsoft Word** ◆ **Creating Columns** ◆ **Page Orientations & Size** ◆ **Margins** ◆ **Generating Table Of Contents**		**Students will be required to edit an existing document and they will apply the formatting features to organize the content of the document using the automatic table of contents generator in Microsoft Word.**
		6 WEEK TEST **Oct 23 – 27**		
Oct 30- Nov 3 Theory	Computer Fundamentals	**Less 6- Categories of Input Devices and their Functions** ⬚ Key Input Devices	Homework: Research the following Input	**Create a table with 3 columns:**

Date	Topic	Content	Assessment	In-Class Activity
Duration 55 mins		☐ Terminal Entries ☐ Point and Draw Devices ☐ Multimedia Input Devices	devices: Source Data Automation Devices Examples: ● OMR, MICR, OCR etc. Students should: 1. Importance of each device mentioned above 2. State these devices can be used	**-> image** **-> name of input device** **-> description** **Insert pictures of the Input devices into a Google docs or Microsoft Word file with the relevant information.**
Nov 6- Nov 10 **Practical** **Duration 55 mins**	**Microsoft Word Continued**	**Less 9-: Brochure creation in Microsoft Word** • What is a brochure? • What is the purpose of a brochure • What are the steps to be taken when creating a brochure in MS Word	**Coursework #3:** Students will create a brochure based on a select topic given by the teacher. adding formatting features to enhance brochure **Graded Group Activity** Due the week of Nov 24	
Date	**Topic**	**Content**	**Assessment**	**In-Class Activity**
Nov 13- Nov 17 Theory Duration 55 mins	**Computer Fundamentals**	**Less 8- Categories of Input Devices and their Functions continue** ☐ Source Data Automation Devices Examples: OMR, MICR, OCR etc. Importance of each device mentioned above	**Students will be required to: Share their findings from the homework assigned from previous theory class.**	
Nov 20- Nov 24 **Practical** **Duration 55 mins**	**Microsoft Word Continued**	**Less 9-: Brochure creation in Microsoft Word (create Tri-fold brochure, adding formatting features to enhance brochure.)**	In class marking of brochures	

Date	Topic	Content	Assessment	In-Class Activity
Nov 27- Dec 1 **Theory** **Duration 55 mins**	**Computer fundamentals- Output Devices**	**Less 10 Characteristics of Output Devices** **Types of Output** ❖ Hard Copy ❖ Soft Copy List Output Devices Printers (Dot Matrix, Laser, ink jet, Character- Daisy Wheel Line) Monitor (CRT, LCD) Speaker **Types of Monitors** CRT LCD Advantages/Disadvantages of Each type of monitor	End of Lesson Worksheet / Crossword Puzzle OR Students will be required to produce a creative piece	

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6 WEEK TEST
DEC 4 - 8

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Date	Topic	Content	Assessment	In-Class Activity

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REVIEW
Dec 11–15 & 18

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