



MINISTRY OF EDUCATION, SCIENCE, VOCATIONAL AND EARLY EDUCATION
NORTHERN PROVINCE JUNIOR SECONDARY
COMPUTER STUDIES
ANNUAL SCHEMES OF WORK FOR GRADE 9

NAME OF SCHOOL: _____

NAME OF TEACHER: _____

CLASS/CLASSES: _____

TS NUMBER: _____

Assessment Scheme

The assessment framework utilises various types of continuous assessment strategies. This is meant to determine learners' competences in the CS outcomes presented here. It is desired that the teacher as much as possible utilise assessment strategies that promote active learning by the learner. The case in point includes portfolios, observation sheets (to gauge certain competences), written assignments and reports, presentations, projects and experiments.

Computer Studies is a practical subject and as such this syllabus places a lot of emphasis on the use of common application packages. Object oriented programming languages will not be examined at this level. It will therefore be the schools' responsibility to ensure that relevant equipment and software needed by learners to meet the minimum requirements for assessment purposes are acquired.

The final assessment of Computer Studies is divided into two sections

1. Theory (Paper 1) - (External assessment by the examination board): 60%
2. Practical (Paper 2) - (External assessment by the examination board): 40%

Computer Studies assessment at junior secondary school level covers the six categories of Bloom's Taxonomy with their respective weightings on Assessment Objectives (AOs) as shown below:

| Paper | Levels of Assessment | Weighting on AOs | TOTAL MARKS |
|---|-------------------------------|------------------|-------------|
| PAPER 1 | Knowledge and Comprehension | 25% | 60 |
| | Analysis (Analytical Skills) | 11% | |
| PAPER 2 | Application (Hands on Skills) | 57% | 40 |
| | Synthesis and Evaluation | 7% | |
| Total Marks of Paper 1 and Paper 2 | | | 100% |

The weightings of the subject will be done against Assessment Objectives (AOs) and these are drawn from the whole junior secondary school syllabus. It is therefore important that the teacher well balances the teaching of the content of the subject accordingly.

TERM 1

| WEEK NO. | DATE BEG. | TOPIC & TEACHING OBJECTIVES | TEACHING AIDS | REFERENCES | METHODOLOGY | EVALUATION |
|----------|-----------|--|---|---|--|---|
| 1 | | <p>PRODUCTIVITY TOOLS (WORD PROCESSING): Document creation, setup and layout</p> <ul style="list-style-type: none"> - Use the tab key to indent the first line of the paragraph - Demonstrate competence in creating tables, inserting and deleting rows and columns - Insert objects (e.g. Clip art, mathematical formula etc) - | <ul style="list-style-type: none"> - Chalk board - Overhead projector - Personal Computers - Computer peripherals - Charts - Still Images - Motion Images (videos) | | <ul style="list-style-type: none"> - Verbal Exposition - Recitation - Class discussion - Group discussion - Demonstrations - Presentations - Interviews - Field trip | <ul style="list-style-type: none"> - Exercises - Homework - Assignment - Recitation |
| 2 | | <p>PRODUCTIVITY TOOLS (WORD PROCESSING) : Search and replace and Copying text from other document window</p> <ul style="list-style-type: none"> - Use the search command to locate specified text quickly in a document - Use the search and replace command to carry out replacement of specified text quickly in a document - Copy blocks of text from one document window to another <p>PRODUCTIVITY TOOLS (WORD PROCESSING) : Pagination, Page formatting, Finding and file retrieval</p> | <ul style="list-style-type: none"> - Chalk board - Overhead projector - Personal Computers - Computer peripherals - Charts - Still Images - Motion Images (videos) | <ul style="list-style-type: none"> - Computer studies - Compiled Notes for Northern Province - ECDL Advanced Learning Software - http://www.bbc.co.uk/bit esize/standard/computing /computer_systems | <ul style="list-style-type: none"> - Verbal Exposition - Recitation - Class discussion - Group discussion - Demonstrations - Presentations - Case study - Interviews - Field trip | <ul style="list-style-type: none"> - Exercises - Homework - Assignment - Recitation |

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| | | <ul style="list-style-type: none"> - Demonstrate insertion of page numbers of any given format - Insert page and section breaks to organise text in a document | | | | |
| 3 | | <p>PRODUCTIVITY TOOLS (WORD PROCESSING) : Pagination, Page formatting, Finding and file retrieval</p> <ul style="list-style-type: none"> - Use the page set up command to set margins, paper size and page orientation - Demonstrate ability to save file to a specified storage drive or device - Navigate to a particular drive and retrieve a specific file - Delete file(s) and retrieve from the recycle bin | <ul style="list-style-type: none"> - Chalk board - Overhead projector - Personal Computers - Computer peripherals - Charts - Still Images - Motion Images (videos) | <ul style="list-style-type: none"> - Computer studies - Compiled Notes for Northern Province - ECDL Advanced Learning Software - http://www.bbc.co.uk/bit/size/standard/computing/computer_systems | <ul style="list-style-type: none"> - Verbal Exposition - Recitation - Class discussion - Group discussion - Demonstrations - Presentations - Case study - Interviews - Field trip | <ul style="list-style-type: none"> - Exercises - Homework - Assignee - Recitation |

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| 4 | | <p>PRODUCTIVITY TOOLS (SPREAD SHEETS): Amending a spread sheet and Formatting cells</p> <ul style="list-style-type: none"> - Insert and delete columns and rows as required - Change column width and row height as required - Change text orientation within a cell <p>PRODUCTIVITY TOOLS (SPREAD SHEETS): Sorting and filtering data Using Formula and Functions.</p> <ul style="list-style-type: none"> - Change text orientation within a cell - Sort and filter data as specified - | <ul style="list-style-type: none"> - Chalk board - Overhead projector - Personal Computers - Computer peripherals - Charts - Still Images - Motion Images (videos) | <ul style="list-style-type: none"> - Computer studies - Compiled Notes for Northern Province - ECDL Advanced Learning Software - http://www.bbc.co.uk/bit size/standard/computing/computer_systems | <ul style="list-style-type: none"> - Verbal Exposition - Recitation - Class discussion - Group discussion - Demonstrations - Presentations - Case study - Interviews - Field trip | <ul style="list-style-type: none"> - Exercises - Homework - Assignment - Recitation |
| 5 | | <p>PRODUCTIVITY TOOLS (SPREAD SHEETS): Sorting and filtering data Using Formula and Functions.</p> <ul style="list-style-type: none"> - Enter data, numbers and apply more advanced formula. - Change percentage specification to print a given spread sheet | <ul style="list-style-type: none"> - Chalk board - Overhead projector - Personal Computers - Computer peripherals - Charts - Still Images - Motion Images (videos) | <ul style="list-style-type: none"> - Computer studies - Compiled Notes for Northern Province - ECDL Advanced Learning Software - http://www.bbc.co.uk/bit size/standard/computing/computer | <ul style="list-style-type: none"> - Verbal Exposition - Recitation - Class discussion - Group discussion - Demonstrations - Presentations - Case study - Interviews - Field trip | <ul style="list-style-type: none"> - Exercises - Homework - Assignment - Recitation |
| 6 | | Mid – term tests | - | - | - Case Study | - Tests |
| 7 | | <p>PRODUCTIVITY TOOLS (SPREAD SHEETS): Charts</p> <ul style="list-style-type: none"> - Use chart wizard to create bar, line and pie charts of selected data - Print a chart | <ul style="list-style-type: none"> - Chalk board - Overhead projector - Personal Computers - Computer peripherals - Charts - Still Images - Motion Images (videos) | <ul style="list-style-type: none"> - Computer studies - Compiled Notes for Northern Province - ECDL Advanced Learning Software - Mr B. Mwanza Class Notes. | <ul style="list-style-type: none"> - Verbal Exposition - Recitation - Class discussion - Group discussion - Demonstrations - Presentations - Case study | <ul style="list-style-type: none"> - Exercises - Homework - Assignment - Recitation |

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| | | | | - http://www.bbc.co.uk/bit/eseize/standard/computing/computer | - Interviews - Field trip | |
| 8 | | PRODUCTIVITY TOOLS (POWERPOINT): Formatting and PowerPoint Objects <ul style="list-style-type: none"> - Use Animation Schemes and Custom Animation - Apply Headers & Footers - Work with Slide Master - Insert and Animate Images - Insert a Chart - | <ul style="list-style-type: none"> - Chalk board - Overhead projector - Personal Computers - Computer peripherals - Charts - Still Images - Motion Images (videos) | <ul style="list-style-type: none"> - Computer studies - Compiled Notes for Northern Province - ECDL Advanced Learning Software - http://www.bbc.co.uk/bit/eseize/standard/computing/computer | <ul style="list-style-type: none"> - Verbal Exposition - Recitation - Class discussion - Group discussion - Demonstrations - Presentations - Case study - Interviews - Field trip | <ul style="list-style-type: none"> - Exercises - Homework - Assignment - Recitation |
| 9 | | PRODUCTIVITY TOOLS (POWERPOINT): Formatting and PowerPoint Objects <ul style="list-style-type: none"> - Use Drawing Tools and Shapes on Slides - Select, Rotate and Flip Objects - Arrange and Distribute Objects - Change Object Colours - Import Images - Select the Correct Output Format | <ul style="list-style-type: none"> - Chalk board - Overhead projector - Personal Computers - Computer peripherals - Charts - Still Images - Motion Images (videos) | <ul style="list-style-type: none"> - Computer studies - Compiled Notes for Northern Province - ECDL Advanced Learning Software. - http://www.bbc.co.uk/bit/eseize/standard/computing/computer | <ul style="list-style-type: none"> - Verbal Exposition - Recitation - Class discussion - Group discussion - Demonstrations - Presentations - Case study - Interviews - Field trip | <ul style="list-style-type: none"> - Exercises - Homework - Assignment - Recitation |
| 10 | | PRODUCTIVITY TOOLS (POWERPOINT): Slide Shows <ul style="list-style-type: none"> - Set up a Slide Show - Apply Slide Transitions - Run the Presentation - Print Slides, | <ul style="list-style-type: none"> - Chalk board - Overhead projector - Personal Computers - Computer peripherals - Charts - Still Images - Motion Images (videos) | <ul style="list-style-type: none"> - Computer studies - Compiled Notes for Northern Province - ECDL Advanced Learning Software - http://www.bbc.co.uk/bit/eseize/standard/computing/computer | <ul style="list-style-type: none"> - Verbal Exposition - Recitation - Class discussion - Group discussion - Demonstrations - Presentations - Case study - Interviews | <ul style="list-style-type: none"> - Exercises - Homework - Assignment - Recitation |

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| | | - Designing of Presentations and Handouts | | | - Field trip | |
| 11 | | <p>PRODUCTIVITY TOOLS (DESKTOP PUBLISHING): Charts, Diagrams and pictures</p> <ul style="list-style-type: none"> - Add charts, diagrams and pictures Edit, resize and crop charts, diagrams and pictures - Demonstrate how to wrap text around charts, diagrams and pictures - | <ul style="list-style-type: none"> - Chalk board - Overhead projector - Personal Computers - Computer peripherals - Charts - Still Images - Motion Images (videos) | <ul style="list-style-type: none"> - Computer studies - Compiled Notes for Northern Province - ECDL Advanced Learning Software - Mr B. Mwanza Class Notes. - http://www.bbc.co.uk/bit size/standard/computing/computer | <ul style="list-style-type: none"> - Verbal Exposition - Recitation - Class discussion - Group discussion - Demonstrations - Presentations - Case study - Interviews - Field trip | <ul style="list-style-type: none"> - Exercises - Homework - Assignment - Recitation |
| 12 | | End of Term Tests | - | - | - Case Study | - Tests |
| 13 | | End of Term Tests | - | - | - Case Study | - Tests |

TERM 2

| WEEK NO. | DATE BEG. | TOPIC & TEACHING OBJECTIVES | TEACHING AIDS | REFERENCES | METHODOLOGY | EVALUATION |
|----------|-----------|---|---|---|--|---|
| 1 | | PRODUCTIVITY TOOLS (DESKTOP PUBLISHING): Text wrapping and Importing <ul style="list-style-type: none"> - Import text from other programs (word processor and spreadsheet) - Import charts, diagrams and pictures from other programs | <ul style="list-style-type: none"> - Chalk board - Overhead projector - Personal Computers - Computer peripherals - Charts - Still Images - Motion Images (videos) | | <ul style="list-style-type: none"> - Verbal Exposition - Recitation - Class discussion - Group discussion - Demonstrations - Presentations - Interviews - Field trip | <ul style="list-style-type: none"> - Exercises - Homework - Assignment - Recitation |
| 2 | | PRODUCTIVITY TOOLS (DESKTOP PUBLISHING): Manipulation of predesigned templates, Colours, Fonts and pictures <ul style="list-style-type: none"> - Create calendars, notices, fliers, brochures, | <ul style="list-style-type: none"> - Chalk board - Overhead projector - Personal Computers - Computer peripherals - Charts - Still Images - Motion Images (videos) | <ul style="list-style-type: none"> - Computer studies - Compiled Notes for Northern Province - ECDL Advanced Learning Software - Mr B. Mwanza Class Notes. - http://www.bbc.co.uk/bitsize/standard/computing/computer_systems | <ul style="list-style-type: none"> - Verbal Exposition - Recitation - Class discussion - Group discussion - Demonstrations - Presentations - Case study - Interviews - Field trip | <ul style="list-style-type: none"> - Exercises - Homework - Assignment - Recitation |
| 3 | | PRODUCTIVITY TOOLS (DESKTOP PUBLISHING): Manipulation of predesigned templates, Colours, Fonts and pictures <ul style="list-style-type: none"> - newsletters, resumes using templates | <ul style="list-style-type: none"> - Chalk board - Overhead projector - Personal Computers - Computer peripherals - Charts - Still Images - Motion Images (videos) | <ul style="list-style-type: none"> - Computer studies - Compiled Notes for Northern Province - ECDL Advanced Learning Software - Mr B. Mwanza Class Notes. | <ul style="list-style-type: none"> - Verbal Exposition - Recitation - Class discussion - Group discussion - Demonstrations - Presentations - Case study | <ul style="list-style-type: none"> - Exercises - Homework - Assignee - Recitation |

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| | | | | <ul style="list-style-type: none"> - http://www.bbc.co.uk/bit esize/standard/computing/computer_systems | <ul style="list-style-type: none"> - Interviews - Field trip | |
| 4 | | <p>PRODUCTIVITY TOOLS (DESKTOP PUBLISHING): Manipulation of predesigned templates, Colours, Fonts and pictures</p> <ul style="list-style-type: none"> - Edit manipulated templates - Select colours for the outlines and fill of objects from the palette | <ul style="list-style-type: none"> - Chalk board - Overhead projector - Personal Computers - Computer peripherals - Charts - Still Images - Motion Images (videos) | <ul style="list-style-type: none"> - Computer studies - Compiled Notes for Northern Province - ECDL Advanced Learning Software - Mr B. Mwanza Class Notes. - http://www.bbc.co.uk/bit esize/standard/computing/computer_systems | <ul style="list-style-type: none"> - Verbal Exposition - Recitation - Class discussion - Group discussion - Demonstrations - Presentations - Case study - Interviews - Field trip | <ul style="list-style-type: none"> - Exercises - Homework - Assignment - Recitation |
| 5 | | <p>NETWORKS AND THE INTERNET: Networks</p> <ul style="list-style-type: none"> - Outline the advantages of group working (Include: shared files, applications and printers) | <ul style="list-style-type: none"> - Chalk board - Overhead projector - Personal Computers - Computer peripherals - Charts - Still Images - Motion Images (videos) | <ul style="list-style-type: none"> - Computer studies - Compiled Notes for Northern Province - ECDL Advanced Learning Software - Mr B. Mwanza Class Notes. - http://www.bbc.co.uk/bit esize/standard/computing/computer | <ul style="list-style-type: none"> - Verbal Exposition - Recitation - Class discussion - Group discussion - Demonstrations - Presentations - Case study - Interviews - Field trip | <ul style="list-style-type: none"> - Exercises - Homework - Assignment - Recitation |
| 6 | | Mid – Term Tests | - | - | - Case Study | - Tests |
| 7 | | <p>NETWORKS AND THE INTERNET: Networks</p> <ul style="list-style-type: none"> - Display understanding of the network terminologies (Include: local area network (LAN) and Wide area network (WAN), Personal Area Network | <ul style="list-style-type: none"> - Chalk board - Overhead projector - Personal Computers - Computer peripherals - Charts - Still Images - Motion Images (videos) | <ul style="list-style-type: none"> - Computer studies - Compiled Notes for Northern Province - ECDL Advanced Learning Software - Mr B. Mwanza Class Notes. - http://www.bbc.co.uk/bit esize/standard/computing/computer | <ul style="list-style-type: none"> - Verbal Exposition - Recitation - Class discussion - Group discussion - Demonstrations - Presentations - Case study - Interviews - Field trip | <ul style="list-style-type: none"> - Exercises - Homework - Assignment - Recitation |

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| | | (PAN), Storage Area Network (SAN), Metropolitan Area Network (MAN), Wi-Fi.). | | | | |
| 8 | | <p>NETWORKS AND THE INTERNET: The Internet</p> <ul style="list-style-type: none"> - Describe the difference between an intranet and an extranet - Differentiate between World Wide Web and the internet - Recognise components of a Universal Resource Locator (URL) | <ul style="list-style-type: none"> - Chalk board - Overhead projector - Personal Computers - Computer peripherals - Charts - Still Images - Motion Images (videos) | <ul style="list-style-type: none"> - Computer studies - Compiled Notes for Northern Province - ECDL Advanced Learning Software - Mr B. Mwanza Class Notes. - http://www.bbc.co.uk/bit size/standard/computing/computer | <ul style="list-style-type: none"> - Verbal Exposition - Recitation - Class discussion - Group discussion - Demonstrations - Presentations - Case study - Interviews - Field trip | <ul style="list-style-type: none"> - Exercises - Homework - Assignment - Recitation |
| 9 | | <p>NETWORKS AND THE INTERNET: The Internet</p> <ul style="list-style-type: none"> - Show how to stop a web page from downloading - Illustrate how to refresh, move back and forward - Appreciate various services available on the internet | <ul style="list-style-type: none"> - Chalk board - Overhead projector - Personal Computers - Computer peripherals - Charts - Still Images - Motion Images (videos) | <ul style="list-style-type: none"> - Computer studies - Compiled Notes for Northern Province - ECDL Advanced Learning Software - Mr B. Mwanza Class Notes. - http://www.bbc.co.uk/bit size/standard/computing/computer | <ul style="list-style-type: none"> - Verbal Exposition - Recitation - Class discussion - Group discussion - Demonstrations - Presentations - Case study - Interviews - Field trip | <ul style="list-style-type: none"> - Exercises - Homework - Assignment - Recitation |
| 10 | | <p>MULTIMEDIA FILES: Digitising images</p> <ul style="list-style-type: none"> - Create digital images using a scanner and or a digital camera - Edit digitised images | <ul style="list-style-type: none"> - Chalk board - Overhead projector - Personal Computers - Computer peripherals - Charts - Still Images | <ul style="list-style-type: none"> - Computer studies - Compiled Notes for Northern Province - ECDL Advanced Learning Software | <ul style="list-style-type: none"> - Verbal Exposition - Recitation - Class discussion - Group discussion - Demonstrations - Presentations | <ul style="list-style-type: none"> - Exercises - Homework - Assignment - Recitation |

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| | | <ul style="list-style-type: none"> - Saving created image | <ul style="list-style-type: none"> - Motion Images (videos) | <ul style="list-style-type: none"> - Mr B. Mwanza Class Notes. - http://www.bbc.co.uk/bit size/standard/computing/computer | <ul style="list-style-type: none"> - Case study - Interviews - Field trip | |
| 11 | | <p>MULTIMEDIA FILES: Video and Audio</p> <ul style="list-style-type: none"> - Record video and audio - Save video and audio files | <ul style="list-style-type: none"> - Chalk board - Overhead projector - Personal Computers - Computer peripherals - Charts - Still Images - Motion Images (videos) | <ul style="list-style-type: none"> - Computer studies - Compiled Notes for Northern Province - ECDL Advanced Learning Software - Mr B. Mwanza Class Notes. - http://www.bbc.co.uk/bit size/standard/computing/computer | <ul style="list-style-type: none"> - Verbal Exposition - Recitation - Class discussion - Group discussion - Demonstrations - Presentations - Case study - Interviews - Field trip | <ul style="list-style-type: none"> - Exercises - Homework - Assignment - Recitation |
| 12 | | End of Term Tests | - | - | - Case Study | - Tests |
| 13 | | End of Term Tests | - | - | - Case Study | - Tests |

TERM 3

Revision/Exams and Preparation

GRADE 8 COMPUTER STUDIES SCOPE AND SEQUENCES

| TOPIC | CONTENT |
|----------------------------------|---|
| Introduction to Computer Studies | <ul style="list-style-type: none">- Peripheral devices- Input-process-output operations |
| Basic Operations | <ul style="list-style-type: none">- Determine how to shut down an unresponsive computer- Determine why usernames and passwords are used on computers- Identify and apply safety procedures, such as antivirus scans and virus checks in maintaining data integrity- Know how to check the ID number for a software product- Define the terms freeware, shareware and end-user licence agreement- Compare the relationship between different measures of storage media capacities |
| Generic Application Software | Word processing <ul style="list-style-type: none">- Keyboard skills- Document setup and layout- Search and replace- Copying text from other document windows- Pagination- Page formatting- Finding and file retrieval |
| | Spreadsheet <ul style="list-style-type: none">- Amending a spread sheet- Formatting cells- Sorting data- Entering and applying formula |

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| | <ul style="list-style-type: none"> - Charts |
| | <p>Publishing and Presentation</p> <ul style="list-style-type: none"> - Charts, Diagrams and pictures - Text wrapping - Importing Text - Manipulation of pre-designed templates - Colours and Fonts |
| Networks and the Internet | <ul style="list-style-type: none"> - Outline the advantages of group working - Understanding of the network terminologies. - The intranet and an extranet - The World Wide Web and the internet - Components of Universal Resource Locator (URL) - Stopping a web page from downloading - Refreshing, move back and forward - Services available on the Internet. |
| Systems and Communications | <ul style="list-style-type: none"> - Digitising images - Video and Audio |
| Computer Application | <ul style="list-style-type: none"> - Household appliances - Computer based learning (CBL) - Computers in banking and e-commerce - Point of Sale - Magnetic cards and smart cards |
| Social and Economic Implications of the use of Computers | <ul style="list-style-type: none"> - Unresponsive computer - Security and Viruses - Copyright - Storage media |