SCHEME OF WORK / WEEKLY FORCAST

Teacher: Emmanuel Asare Subject: Information Communication and Tech. Form: 1 Sem. / Year: 2/2021 File: JS1.IT.SC.S2.21

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| **WK** | **WEEK ENDING** | **TOPIC** | **SUB-TOPICS** | **TLM/ REF.** |
| 1 | 09/07/21 |  |  |  |
| 2 | 16/07/21 |  |  |  |
| 3 | 23/07/21 |  |  |  |
| 4 | 30/07/21 |  |  |  |
| 5 | 06/08/21 |  |  |  |
| 6 | 13/08/21 |  |  |  |
| 7 | 20/08/21 |  |  |  |
| 8 | 27/08/21 |  |  |  |
| 9 | 03/09/21 | **HEALTH AND SAFETY IN USING ICT TOOLS** | Health and safety in using ICT tools  Possible health hazards associated with  long term exposure to ICT tools and Safety precaution for the use of ICT tools  Introduction to Manipulative Keys | Syl. Pg. 4 Sect.2 Unit.1&2  ICT Made Simple Pg. 67 - 81 |
| 10 | 10/09/21  MID. SEM. BREAK |  |  |  |
| 11 | 17/09/21 | **INTRODUCTION TO WORD PROCESSING**  **APPLICATION** | creating a Word Processing document  Identification of commonly used icon of a Word Processing Window Typing short passages and Naming and saving Word Processing  Document using the 􀂵Save As command. | Syl. Pg.9 Sect.3 Unit.1  ICT Made Simple Pg. 117 - 126 |
| 12 | 24/09/21 | **INTRODUCTION TO WORD PROCESSING**  **APPLICATION** | Editing Word Processing document  Opening and editing an existing Word  Processing using the common editing tools and Re-saving an edited document with the same file name using the 􀂵Save􀂶 command | Syl. Pg.9 Sect.3 Unit.2  ICT Made Simple Pg. 136 – 141 |
| 13 | 01/10/21 | **WORD PROCESSING APPLICATION** | Formatting text Word Processing Document  Opening an existing file ,Formatting document using the common formatting tools and Renaming formatted document using the Save As command | Syl. Pg.10 Sect.1 Unit.1  ICT Made Simple Pg. 145 – 148 |
| 14 | 08/10/21 | **WORD PROCESSING APPLICATION** | Managing files  Renaming and Deleting Files and Restoring and emptying  files from the recycle bin | Syl. Pg.11 Sect.1 Unit.2  ICT Made Simple Pg. 151 – 156 |
| 15 | 15/10/21 | **ETHICS OF USING ICT􀂶S** | Computer Viruses  Sources of computer viruses and Effect of viruses on computer | Syl. Pg.12 Sect.2 Unit.1  ICT Made Simple Pg. 161 – 164 |
| 16 | 22/10/21 | **ETHICS OF USING ICT􀂶S** | Copyright Ethics  Concept of copyright and copyright infringement, Reasons for Copyright Protection ,Copyright laws in Ghana and Effects of breaking Copyright laws | Syl. Pg.12&13 Sect.2 Unit.2  ICT Made Simple Pg. 170 – 171 |
| 17 | 29/10/21 | **INTERNET** | Internet and World Wide Web  Concept of the internet and  world wide web (www) and Identification of features of a web browser | Syl. Pg.14 Sect.3 Unit.1  ICT Made Simple Pg. 175 |
| 18 | 05/11/21 | **INTERNET** | Launching and exiting a web  page  Advantages and disadvantages of the internet. | Syl. Pg.15 Sect.3 Unit.1  ICT Made Simple Pg. 177-179 |
| 19 | 12/11/21 | **INTERNET** | Technology used to access the  internet  Technology used to access the  internet | Syl. Pg.15 Sect.3 Unit.2  ICT Made Simple Pg. 184 |
| 20 | 19/11/21 | **REVISION** | Supervise pupils to revise for end of semester examination. | Text books, notebooks, classwork books, homework books, **questions and answers books** and internet. |
| 21 | 26/11/21 | **EXAMINATION** | **Invigilate pupils** | **Examination papers** |
| 22 | 03/12/21 | **MARKING** | Mark and record exams score and prepare reports for pupils. | Answer papers, Assessment forms and Report papers |
| 23 | 07/12/21 | **VACATION** | Prepare reports and give to pupils | Report papers |