



MINISTRY OF EDUCATION

SIIMUT ACADEMY

INFORMATION COMMUNICATION TECHNOLOGY (ICT) SCHEMES OF WORK FORM I



Learn. Transform. Inspire.

TERM I

Week	Topic	Subtopics	Competences	Knowledge	Methods	Learner Activities	References
1	Introduction to ICT	- Meaning of ICT - Role of ICT - Uses of ICT	- Define ICT - Explain importance - Identify uses - Relate ICT to daily life - Communicate ideas - Appreciate ICT	- Definition of ICT - Areas of use - Benefits	Discussion, Q&A, Demonstration	- Group discussion - Poster making - Class survey - Short writing	ICT Syllabus, Textbook
2	Types of ICT Tools	- Hardware - Software - Communication tools	- Identify tools - Classify tools - Explain uses - Compare tools - Apply	- Types of ICT tools - Functions - Examples	Demonstration, Group work	- Matching exercise - Chart creation - Role play - Tool identification	ICT Syllabus

			knowledge - Use tools				
3	Basic Computer Skills	- Word processing - Spreadsheets - File creation	- Use software - Create documents - Enter data - Format work - Save files - Share files	- Software basics - Document creation - Formatting	Practical, Demonstration	- Create document - Enter data - Format text - Save/share files	Computer Lab
4	Computer Hardware	- CPU - RAM/ROM - I/O devices	- Identify hardware - Describe functions - Compare components - Label parts - Explain roles - Use terms correctly	- Hardware types - Functions - Differences	Demonstration, Practical	- Label diagrams - Identify parts - Watch videos - Quiz	ICT Syllabus
5	Input Devices	- Keyboard - Mouse - Scanner	- Identify devices - Explain functions - Demonstrate use - Compare devices - Apply usage - Communicate findings	- Types - Functions - Advantages	Demonstration, Practical	- Typing practice - Matching game - Device demo - Chart making	Textbook

6	Output Devices	- Monitor - Printer - Speakers	- Identify devices - Explain functions - Demonstrate use - Compare devices - Apply knowledge - Present findings	- Types - Uses - Differences	Demonstration, Discussion	- Observation - Labelling - Group presentation - Comparison chart	ICT Syllabus
7	MID TEST	- Test	- Assessment - Recall - Application - Analysis - Evaluation - Feedback	- All covered topics	Written Test	- Answer questions - Practical tasks - Review answers - Corrections	Teacher-made
8	File Management	- Folders - Naming files - File operations	- Create folders - Rename files - Organize data - Delete files - Move files - Backup files	- File organization - Naming rules - Safety	Demonstration, Practical	- Create folders - Rename files - Copy/move files - Backup practice	ICT Lab
9	Internet Basics	- Web browsers - Search engines - Online safety	- Use browser - Search info - Navigate sites - Apply safety	- Internet use - Safety rules - Browsing	Demonstration, Inquiry	- Online search - Identify sites - Safety	Internet

			- Identify risks - Communicate findings			- discussion - Practice browsing	
10	Digital Literacy	- Digital tools - Ethics - Communication	- Use tools - Apply ethics - Communicate digitally - Identify tools - Evaluate info - Collaborate	- Digital skills - Ethics - Communication	Discussion, Practical	- Email writing - Poster design - Discussion - Reflection	ICT Syllabus
11	Revision	- All topics - Practical work - Questions	- Recall - Apply - Analyze - Solve problems - Collaborate - Prepare for exams	- Summary of work	Revision, Q&A	- Group revision - Practice questions - Peer teaching - Quiz	Notes
12	END OF TERM TEST	- Examination	- Assessment - Application - Analysis - Evaluation - Feedback - Improvement	- All topics	Written & Practical Test	- Sit for exam - Practical tasks - Review work - Feedback	ECZ Format
13	Opening Day	- Results - Feedback - Guidance	- Interpret results - Reflect - Improve - Set goals	- Performance analysis	Discussion	- Collect results - Discuss performance - Set goals	School Records

			- Communicate - Plan ahead			- Guidance session	
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TERM 2

Week	Topic	Subtopics	Competences	Knowledge	Methods	Learner Activities	References
1	Introduction to Hardware Systems	- Computer system - Hardware categories - Internal vs External devices	- Define computer system - Identify components - Classify hardware - Compare devices - Explain functions - Use terms correctly	- Computer system - Hardware types - Classification	Discussion, Demonstration	- Identify devices - Group discussion - Diagram labelling - Chart creation	ICT Syllabus
2	Internal Hardware Components	- CPU - RAM - ROM	- Identify components - Explain functions - Compare memory types - Describe roles - Apply	- CPU functions - Memory types - Processing	Demonstration, Practical	- Label parts - Watch videos - Quiz - Group presentation	ICT Textbook

			knowledge - Communicate findings				
3	External Hardware Components	- Input devices - Output devices - Storage devices	- Identify devices - Explain functions - Demonstrate use - Compare devices - Classify devices - Apply usage	- Device types - Functions - Uses	Practical, Demonstration	- Device identification - Matching exercise - Practice use - Chart making	ICT Lab
4	Input Devices (Advanced)	- Types of input - Functions - Advantages	- Identify devices - Explain uses - Demonstrate use - Compare devices - Apply knowledge - Evaluate tools	- Input devices - Functions - Benefits	Demonstration, Practical	- Typing practice - Matching game - Show & tell - Group discussion	ICT Syllabus
5	Output Devices (Advanced)	- Types of output - Functions - Advantages	- Identify devices - Explain uses - Demonstrate use - Compare	- Output devices - Functions - Differences	Demonstration, Discussion	- Observe devices - Labelling - Presentation - Comparison chart	ICT Textbook

			devices - Evaluate tools - Present findings				
6	Storage Devices	- Primary storage - Secondary storage - Storage media	- Identify storage - Explain uses - Compare storage types - Classify storage - Apply knowledge - Evaluate storage	- Storage types - Capacity - Uses	Demonstration, Practical	- Identify devices - Compare storage - Chart making - Group work	ICT Lab
7	MID TEST	- Test	- Recall - Application - Analysis - Evaluation - Feedback - Improvement	- All covered topics	Written Test	- Answer questions - Practical tasks - Review answers - Corrections	Teacher-made
8	Software Concepts	- System software - Application software - Utility software	- Define software - Identify types - Explain functions - Classify software - Apply usage	- Software types - Functions - Examples	Discussion, Demonstration	- Identify software - Group discussion - Matching exercise - Examples listing	ICT Syllabus

			- Compare software				
9	Operating Systems	- Functions of OS - Types of OS - Examples	- Define OS - Explain functions - Identify types - Compare OS - Apply knowledge - Use OS features	- OS functions - Types - Examples	Demonstration, Practical	- Navigate OS - Identify features - Discussion - Practice tasks	Computer Lab
10	Utility Software	- Antivirus - Disk cleanup - File compression	- Identify utilities - Explain uses - Demonstrate use - Apply tools - Evaluate importance - Maintain system	- Utility tools - Functions - Security	Practical, Demonstration	- Run antivirus - Clean disk - Compress files - Practice usage	ICT Lab
11	Revision	- All topics - Practical - Questions	- Recall - Apply - Analyse - Solve problems - Collaborate - Prepare exams	- Summary of work	Revision, Q&A	- Group revision - Practice questions - Peer teaching - Quiz	Notes
12	END OF TERM TEST	- Examination	- Assessment - Application	- All topics	Written & Practical	- Sit exam - Practical	ECZ Format

			- Analysis - Evaluation - Feedback - Improvement			tasks - Review - Feedback	
13	Opening Day	- Results - Feedback - Guidance	- Interpret results - Reflect - Improve - Set goals - Communicate - Plan	- Performance analysis	Discussion	- Collect results - Guidance - Goal setting - Discussion	School Records

TERM 3

Week	Topic	Subtopics	Competences	Knowledge	Methods	Learner Activities	References
1	Basic Internet & Online Tools	- Internet concepts - Web browsers - Search engines	- Define internet - Use browsers - Search information - Navigate websites - Apply skills	- Internet basics - Browsers - Search tools	Demonstration, Inquiry	- Browse websites - Search tasks - Identify tools - Group discussion	ICT Syllabus

			- Communicate findings				
2	Internet Safety	- Online risks - Passwords - Safe browsing	- Identify risks - Apply safety rules - Create passwords - Protect data - Evaluate threats - Practice safety	- Cyber safety - Risks - Protection	Discussion, Demonstration	- Create passwords - Identify risks - Poster design - Role play	ICT Textbook
3	Digital Literacy	- Digital tools - Ethics - Responsible use	- Use tools - Apply ethics - Communicate digitally - Evaluate information - Collaborate - Demonstrate responsibility	- Digital literacy - Ethics - Communication	Discussion, Practical	- Email writing - Discussion - Tool identification - Reflection	ICT Syllabus
4	Online Communication Tools	- Email - Messaging - Online platforms	- Use email - Send messages - Apply etiquette - Organize communication - Collaborate - Present ideas	- Email use - Messaging - Etiquette	Demonstration, Practical	- Send emails - Write messages - Practice etiquette - Group work	Internet

5	ICT in Daily Life	- Education - Business - Communication	- Explain ICT roles - Identify applications - Analyze impact - Apply knowledge - Evaluate use - Communicate ideas	- ICT applications - Uses - Importance	Discussion, Case Study	- Case studies - Poster making - Group discussion - Essay writing	ICT Syllabus
6	ICT Tools in Society	- Modern tools - Mobile devices - Cloud tools	- Identify tools - Explain uses - Compare tools - Apply knowledge - Evaluate impact - Demonstrate use	- ICT tools - Functions - Impact	Demonstration, Discussion	- Tool identification - Comparison chart - Discussion - Presentation	ICT Textbook
7	MID TEST	- Test	- Recall - Application - Analysis - Evaluation - Feedback - Improvement	- All covered topics	Written Test	- Answer questions - Practical tasks - Corrections - Feedback	Teacher-made
8	ICT in Business	- Financial management - E-commerce	- Explain ICT in business - Identify tools - Analyze	- ICT in business - Uses - Importance	Discussion, Case Study	- Research businesses - Group discussion	ICT Syllabus

		- Record keeping	- systems - Apply knowledge - Evaluate impact - Communicate findings			- Present findings - Case study analysis	
9	Digital Financial Tools	- Mobile money - Online banking - Financial apps	- Identify tools - Use applications - Manage finances - Apply tools - Evaluate systems - Demonstrate skills	- Financial tools - Transactions - Security	Demonstration, Practical	- Simulate transactions - Budgeting - App comparison - Group work	ICT Lab
10	Introduction to Entrepreneurship in ICT	- Business ideas - ICT innovation - Digital services	- Identify opportunities - Develop ideas - Apply ICT - Evaluate solutions - Communicate ideas - Collaborate	- Entrepreneurship - Innovation - ICT services	Discussion, Project-based	- Brainstorm ideas - Group project - Present ideas - Discussion	ICT Syllabus
11	Revision	- All topics - Practical work - Questions	- Recall - Apply - Analyse - Solve	- Summary of work	Revision, Q&A	- Group revision - Practice questions	Notes

			problems - Collaborate - Prepare exams			- Peer teaching - Quiz	
12	END OF TERM TEST	- Examination	- Assessment - Application - Analysis - Evaluation - Feedback - Improvement	- All topics	Written & Practical	- Sit exam - Practical tasks - Review - Feedback	ECZ Format
13	Opening Day	- Results - Feedback - Guidance	- Interpret results - Reflect - Improve - Set goals - Communicate - Plan	- Performance analysis	Discussion	- Collect results - Guidance - Goal setting - Discussion	School Records
