Form 1 ICT Term 3 scheme of work

Scheme of work · Form 1 Information and Communication Technology · Term 3

School (write school name) **Teacher** (write name) **Year** (year)

This term moves from what ICT is, through the parts of a computer and how files are kept in order, to the internet, digital literacy and the use of ICT in business. Each week builds on the one before, and the last week is kept for revision and the term test.

Weekly plan

Week	Topic and content	Specific outcomes	Activities	Resources	Assessment	Remarks
1	**Introduction to ICT** History of computers	• Describe how computers have changed over time • Name the main stages in the history of computers	Teacher explains the stages on the board as a timeline. Learners copy it, then in groups match each stage to what it could do.	Chalk and board, timeline chart, learner notes	Short scenario question on how a computer of the past differs from a modern one	
2	**Introduction to ICT** The basic concepts of ICT	• Define ICT in their own words • Give examples of ICT used at school and at home	Learners list ICT devices they have seen in the community. Teacher sorts the list on the board into input, output and communication tools.	Chalk and board, learner notes, pictures of devices if available	Written task: describe three ICT tools used in their community	
3	**Components of Computer Systems** Hardware	• Name the main hardware parts of a computer • State what each part does	Teacher draws a computer system on the board. Learners label the parts and say what each does, using a real computer where the school has one.	Chalk and board, labelled chart, a computer if available	Labelling task and a scenario question on choosing the right device	
4	**Components of Computer Systems** Software	• Explain the difference between hardware and software • Give examples of software learners have used	Learners sort a list of items into hardware and software. Teacher discusses examples learners know, such as a phone application.	Chalk and board, learner notes	Sorting task and short oral questions	

5	**File Management** Basics of file management	• Explain what a file and a folder are • Describe how to keep files in order so they can be found again	Learners draw a folder plan for a school subject on paper. Teacher links it to how documents are kept in a school office.	Chalk and board, paper, learner notes	Learners present a folder plan and explain their naming	
6	**Basics of the Internet and Online Tools** How the internet works	• Demonstrate understanding of how the internet works • Explain what the internet is used for	Teacher draws a simple diagram of devices connecting to the internet. Learners retell it in pairs in their own words.	Chalk and board, diagram chart	Learners explain the diagram to a partner while the teacher listens	
7	**Basics of the Internet and Online Tools** Using online tools to search and navigate	• Use online tools to search and navigate the internet • Choose good search words for a question	Learners write search words for given questions on paper. Where a connected device exists, a few learners try the searches while others watch.	Chalk and board, a connected device if available	Written task: search words for three questions, with a reason for each	Schools without internet use the paper task only
8	**Basics of the Internet and Online Tools** Basic online safety practices	• Apply basic online safety practices • Say what to do when something online makes them uncomfortable	Teacher gives short real-life cases on the board. Learners decide in groups what the person should do and report back.	Chalk and board, case cards	Scenario question on keeping personal details safe	
9	**Digital Literacy** Introduction to digital literacy	• Explain what digital literacy means • Give examples of digital skills useful in daily life	Learners list digital skills their families use, such as mobile money. Teacher builds a class list and groups the skills.	Chalk and board, learner notes	Short written explanation with two examples	
10	**ICT in Business** Introduction to ICT in business	• Describe how businesses use ICT • Give examples of ICT used in a local shop or market	Learners visit or recall a local business and list the ICT it uses. Teacher helps them explain how each tool helps the owner.	Chalk and board, learner notes	Scenario question about a small business choosing an ICT tool	
11	**Revision and term test** All topics of the term	• Recall the main points of each topic taught this term • Show understanding in a term test	Teacher reviews each topic with quick questions. Learners write the term test, then correct their work in class.	Chalk and board, term test paper	Term test marked with a simple marking guide	

Assessment across the term

Short written tasks and oral questions each week build a continuous record for every learner. The scenario questions in the notes are used for homework. A term test at the end covers all six topics and the marks are recorded with the weekly tasks.

Resources for the term

- Chalk and board
- 25Schools learner notes for each topic
- Charts for the timeline, computer parts and internet diagram
- Paper and pencils for learner tasks
- A computer or connected device, where the school has one

References

Ministry of Education (CDC) Form 1 Information and Communication Technology syllabus and module; 25Schools learners' notes and teacher's guides for the same topics.