



Teaching week	Dates	Topics (Intermediate)	Objective	Resources	Activities
1	13/04/09 – 17/01/09	<b>Storage of data on disks</b> <ul style="list-style-type: none"> <li>▪ Explain the purpose of storing data</li> <li>▪ Unit representation of data stored in computer</li> </ul>	To learn the method of data storage on disks	Hand out Sample Storage device	Students will follow given instructions to save and retrieve work.
2	20/04/09 – 24/04/09	<b>Storage of data on disks</b> <ul style="list-style-type: none"> <li>▪ Explain how data is arranged on a disk</li> <li>▪ Explain how data is accessed on a disk</li> <li>▪ Magnetic disk storage (hard disk, floppy disk, optical disk)</li> </ul>	To learn the method of data storage on disks	Hand out Sample Storage device	Students will follow given instructions to save and retrieve work.
3	27/04/09 – 30/04/09	<b>Storage of data on disks</b> <ul style="list-style-type: none"> <li>▪ Advantages and disadvantages of CD-ROM</li> <li>▪ CD-R, CD-RW</li> <li>▪ Explain how data is saved on optical storage</li> </ul>	To learn the method of data storage on disks	Hand out Sample Storage device	Students will follow given instructions to save and retrieve work.
4	04/05/09 – 08/05/09	<b>Storing data on tape</b> <ul style="list-style-type: none"> <li>▪ Method of storing data on tape</li> <li>▪ Suitability of magnetic tape</li> <li>▪ Functions of tape streamer</li> <li>▪ Comparison between magnetic tape and magnetic disk</li> </ul>	To learn the method of data storage on disks	Hand out Sample Storage device	Students will follow given instructions to save and retrieve work.

5	11/05/09 – 15/05/09	<b>The Operating System and System Software</b> <ul style="list-style-type: none"> <li>▪ Functions of OS</li> <li>▪ Human Computer Interface (HCI)</li> </ul>	To learn the functions of the Operating System	Operating System	Students will learn how to install OS
6	18/05/09 – 22/05/09	<b>The Operating System and System Software</b> <ul style="list-style-type: none"> <li>▪ Purpose of system commands</li> <li>▪ Example of system commands</li> </ul>	To learn the functions of the Operating System	OS, Handout online simulation	DOS application and try out command
7	25/05/09 – 29/05/09	MID TERM HOLIDAY			
8	01/06/09 – 05/06/09	<b>The Operating System and System Software</b> <ul style="list-style-type: none"> <li>▪ Multi-user systems</li> <li>▪ Multi-programming systems</li> </ul>	To learn the functions of the Operating System	OS, Handout online simulation	Students will try out system
9	08/06/09 – 12/06/09	<b>A1: Communication</b> <ul style="list-style-type: none"> <li>▪ Communicate with other ICT users</li> </ul>	To learn how to use email and the internet to gather and communicate information	Web browser, internet search engine	Students will be introduced to Outlook; sending and receiving emails
10	15/06/09 – 19/06/09	<b>A1: Communication</b> <ul style="list-style-type: none"> <li>▪ Communicate with other ICT users</li> </ul>	To learn how to use email and the internet to gather and communicate information	Web browser, internet search engine	Students will use chat and other communication resources
11	22/06/09 – 26/06/09	A1: Communication <ul style="list-style-type: none"> <li>▪ Use the internet</li> </ul>	To learn how to use email and the internet to gather and communicate information	Web browser, internet search engine	Students will explore different types of website
12	29/06/09 – 03/07/09	<b>A2: Document Production (Microsoft Word)</b> <ul style="list-style-type: none"> <li>▪ Enter and edit data from different sources</li> </ul>	To use word processing facilities to prepare documents	To use word processing facilities to prepare documents	Assessment
13	06/07/09 – 10/07/09	<b>A2: Document Production (Microsoft Word)</b> <ul style="list-style-type: none"> <li>▪ Document format</li> </ul>	To use word processing facilities to prepare documents	To use word processing facilities to prepare documents	Assessment
14	13/07/09 – 17/07/09	TEST			

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20/07/09 –  
24/07/09

**A2: Document Production  
(Microsoft Word)**

- Text appearance and layout

To use word processing facilities  
to prepare documents

To use word processing facilities  
to prepare documents

Assessment