

Proposed Date/Week Term 1	Unit/Section	Topic	Modules
Week 1 (SBA assigned)	SBA	9. SBA Details	9.1 SBA components 9.2 SBA mark scheme 9.3 SBA Milestones/Deadlines
Week 2	SPREAD SHEET/ SBA COMPONENT	Review spread sheet topics	1 Spread sheet formatting 2 Cell Addressing 3 Formulae 4 Search/Sort/Filter
Week 3 - 5	WORD PROCESSING	1. <i>editing features</i>	1.1 -- Deleting and inserting characters, words, lines, sentences, paragraphs. 1.2 -- Type-over mode. 1.3 -- Selecting blocks of text 1.4 -- Copying and moving sections of text
		2. <i>commonly available features</i>	2.1 -- Page numbers, page breaks 2.2 -- Text alignment, word-wrap, margins, tabs, 2.3 -- Page length, default settings,
		3. <i>Formatting features for documents</i>	3.1-- Margins, tab stops, line spacing, page breaks, page numbers 3.2 -- Left and right justification, centre line, underline 3.3 -- highlight, uppercase, bold, and italic
		4. <i>Document Navigation</i>	4.1 -- Headers and Footers 4.2 – Footnotes and Endnotes
		5. <i>Character formatting</i>	5.1-- Underline, bold, italics, font types and sizes, superscript and subscript.
		6. <i>Advanced document techniques</i>	6.1 -- Combine Documents 6.2 – Block operations 6.3 – Columns and Tables

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Week 3 - 5	<b>WORD PROCESSING/ SBA Component</b>	<b>7.</b> <i>Edit and review</i>	7.1 Search and replace
			7.2 Spell check
		<b>8.</b> <i>Insert objects</i>	8.1 Text Files
			8.2 Graphics
			8.3 Tables
		<b>9.</b> <i>Documents integrity</i>	9.1 Automatic save and backup copy, password protection, track changes.
		<b>10.</b> <i>Mail merge theory</i>	10.1 Creation of primary documents; Field names.
			10.2 Data files in mail merge application
			10.3 Field names
Week 6-8	<b>DATABASE MANAGEMENT</b>	<b>1.</b> <i>concept of a database</i>	1.1 Definition of database
		<b>2.</b> <i>Database terminology</i>	2.1 Table (relation), entity 2.2 Tuple, Attribute 2.3 Keys: primary key, secondary key, composite key, candidate key, alternate key, foreign key.
		<b>3. Common terminology between Files and Databases</b>	3.1 Row (tuple, record), column (attribute, field), key. 3.2 Data types: alphanumeric; numeric; data; logical.
		<b>4. Advantages and limitations of databases</b>	4.1 Speed 4.2 Ad hoc queries 4.3 Standardization 4.4 Present multiple views of the same data.
		<b>5. Create a Database</b>	5.1 Table structure 5.2 Three data types 5.3 Minimum 25 records
		<b>6. Modify a table structure</b>	6.1 Adding new fields 6.2 Deleting fields 6.3 Changing field definitions.

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Week 6 - 8	DATABASE MANAGEMENT/ SBA Component	<i>7. Sort a database</i>	7.1 Arranging data in numeric, alphabetic; or alphanumeric format. 7.2 Generate a Report 7.3 Use Sorting, grouping statistical and summary features, for example, count, sum and average.
		<i>8. Establish relationships;</i>	8.1 Use of joins, merge tables. 8.2 Files (import)
		<i>9. Query a database using multiple search conditions;</i>	9.1 Using more than one criterion 9.2 Use of select 9.3 Calculated fields
		<i>10. Search on a database given multiple conditions</i>	10.1 Two or more fields involving the use of relational and logical operators.
		<i>11. Generate reports</i>	11.1 Softcopy (display) 11.2 Softcopy (file) 11.3 Hardcopy (print)
Week 9	Program Implementation	<i>8. Manipulate data in a list</i>	8.1 Declare 1-dimensional arrays 8.2 Reading from and writing to arrays 8.3 Traversing arrays 8.4 Linear search
Week 10 - 11	Program Design and Implementation/ SBA Component	<i>Review topics</i>	1 Steps in problem solving 2 Representing Algorithms 3 Testing algorithms for correctness 4 Implementing an algorithm in Pascal 5 Documentation
Week 12 - 13	INFORMATION PROCESSING	<i>1. Data and Information</i>	1.1 Define Data 1.2 Define Information
		<i>2. Role of Information Processing systems</i>	2.1 Types of Information Processing 2.2 Information retrieval and management
		<i>3. Sources of data</i>	3.1 Source document. 3.2 Turnaround document. 3.3 Human-readable document. 3.4 Machine-readable document.
		<i>4. Validation and verification of data</i>	4.1 Difference between validation and verification. 4.2 Range check 4.3 Reasonableness checks 4.4 Data type checks 4.5 Inconsistency checks

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Week 12 - 13	INFORMATION PROCESSING	<i>5. Examples of verification/validation</i>	5.1 Double entry
		<i>6. File organization and access;</i>	Organization 6.1 Sequential, 6.2 Random, 6.3 Index-sequential Access 6.4 Direct- access 6.5 Sequential-access
		<i>7. Examples of file organization and access</i>	7.1 Associate an appropriate file structure and access method to a specific use case
Week 13	REVIEW		

Proposed Date/Week Term 2	Unit/Section	Topic	Modules
Week 1	SBA Review/ Print tutorial		Final SBA submission begins
Week 1 - 3	APPLICATIONS AND IMPLICATIONS OF INFORMATION AND COMMUNICATIONS TECHNOLOGY	1. <i>Data communications and networks</i>	1.1 Types of networks 1.2 Types of transmission media 1.2.1 cable/wired media 1.2.2 wireless media 1.3 Wireless network technology 1.4 Communication modes
		2. <i>Internet, intranet and extranet;</i>	2.1 Definition of each
		3. <i>Internet concepts (examples)</i>	3.1 e-mail 3.2 newsgroups 3.3 Internet Relay Chat (IRC), 3.4 Telnet 3.5 File Transfer Protocol (FTP), 3.6 upload, download 3.7 World Wide Web (WWW), web browser, HTTP, Hypertext Markup Language (HTML/XHTML), web page, website, blogging, webserver, URL 3.8 e-commerce, e- learning, 3.9 pod-casting, bulletin board 3.10 VoIP.
		4. <i>Data security and integrity;</i>	4.1 Software Restrictions: passwords, encryption, virus protection, firewall; 4.2 Physical access restrictions: biometric systems, guards, locks; fire/water proof cabinets; 4.3 archiving; backup and recovery procedures; 4.4 Proprietary data and software.

Proposed Date/Week Term 2	Unit/Section	Topic	Modules
Week 1 - 3	APPLICATIONS AND IMPLICATIONS OF INFORMATION AND COMMUNICATIONS TECHNOLOGY	5. Information Misuse	5.1 Violation of privacy 5.2 Propaganda 5.3 Software piracy 5.4 Computer fraud 5.5 Electronic eavesdropping 5.6 Industrial espionage 5.7 Surveillance 5.8 Storage of inaccurate information 5.9 Identity theft 5.10 Credit card fraud.
		6. Hardware and software to meet the particular needs of a given application;	3 Uses cases from: Business, industry, science and technology, education, law enforcement, recreation, music, gaming. (open source vs proprietary)
		7. Current and emerging technological trends	7.1 Expert systems 7.2 Robots 7.3 CADD, CAE, CAM, 7.4 Telemarketing 7.5 Teleconferencing
		8. The impact of Information Technology on job skills and careers	8.1 Computer skills required for particular jobs (non-IT field). 8.2 Loss of jobs 8.3 Retraining 8.4 Telecommuting
		9. The functions of individuals in computer-related fields	9.1 Job summaries for: programmers, systems analysts and designers, IT managers, systems programmers, database administrators, network administrators, IT managers, file librarians, computer technicians, computer engineers, software engineers, software testers, webmaster, web-developer, software trainer, multi-media artists.

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Week 3	SBA		<b>Final SBA Hard Copy Submission January 22<sup>nd</sup>, 2015</b>
Week 4 - 5	WEB PAGE DESIGN	<i>1. Plan the website</i>	1.1 Reasons for the website 1.2 The intended audience 1.3 Number of web pages desired; 1.4 Content of each page 1.5 Layout of the web pages.
		<i>2. Create a simple web page</i>	2.1 Choosing an appropriate design for a page; 2.2 Inserting and deleting text and graphics; 2.3 Wrap text with image; 2.4 Create thumbnail image, index page, home page, hyperlink.
		<i>3. Create hyperlinks</i>	3.1 Linking to another web page; 3.2 Link to a location within the web page; 3.3 Link to an email address; 3.4 Link to user-created files.
		<i>4. Test the website</i>	4.1 Use of a web browser; 4.2 Verify that all the hyperlinks work correctly; 4.3 Use a test audience
		<i>5. Publish and maintain a website.</i>	5.1 Registering domain names 5.2 Locate hosting company 5.3 The use of the file transfer protocol (FTP) for uploading files.
Week 6	Presentation Software	<i>1. The uses of presentation software</i>	1.1 Public speaking /lectures; 1.2 Project reports; 1.3 Sales or marketing ideas.
		<i>2. Wizards, templates and slides</i>	2.1 Use cases based on presentation purpose
		<i>3. Slide layout</i>	3.1 Slide layout related to the type of information being presented
		<i>4. Design templates</i>	4.1 Choosing from a list of presentation designs
		<i>5. Formatting features</i>	5.1 Changing background colour 5.2 Font size and other attributes
		<i>6. Slide master to personalize the slides.</i>	6.1 Create slide headers and footers 6.2 Create and use speaker notes
		<i>7. Use animation effects</i>	7.1 Select appropriate animation 7.2 Apply customizations to animation

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Week 6	Presentation Software	<i>8. Insert images/multimedia</i>	8.1 Distinguish between linking to objects and embedding objects
		<i>9. Manipulate multiple slides</i>	9.1 Insertion and deletion of slides 9.2 Use of the slide sorter
		<i>10. Present a slide show.</i>	10.1 Use of slide show tools such as slide navigator, pointer options, screen attributes.

Proposed Date/Week Term 2 - 3	Unit/Section	Topic	Modules
Continuous	Entire Course Review	Past Papers	
	Entire Course Review	Past Papers	
	Entire Course Review	Past Papers	