ICT SCHEME OF WORK

1ST SEMESTER 2021

This document consist of weekly ICT scheme of work for JHS (J.H.S. 1, 2 and 3) prepared by myEduAid-Ghana; an NGO whose focus is providing Educational Support. For more info visit www.myeduaidghana.org or call or Whatsapp 0246068674/ 0247171345. You can also send a mail to exams@myeduaidghana.org

I. C. T. WEEKLY SCHEME OF WORK FOR J. H. S. ONE (J. H. S. 1)

WEEK	TOPIC	REMARK
1	REOPENING, REGISTRATION, CLEANING AND REVISION	
2	INTERNET AND SOCIAL MEDIA Favorite Places and Search engine	
3	INTERNET AND SOCIAL MEDIA Using online forms	
4	INTERNET AND SOCIAL MEDIA Customize your browser	
5	INTERNET AND SOCIAL MEDIA Electronic Mail	
6	INTERNET AND SOCIAL MEDIA Internet of things(IOT)	
7	INTERNET AND SOCIAL MEDIA Digital Literacy Internet Etiquette	
8	HEALTHY AND SAFETY IN USING ICT TOOLS Health and Safety In Using ICT Tools	
9	MID-SEMESTER	
10	PARTS OF A COMPUTER AND THEIR USES Second and third generation of computers use of input devices (wireless keyboard, and mouse, light pen, Touchscreen)	
11	USE OF THE FEATURES OF THE WINDOWS DESKTOP Storage devices: full-sized external hard drives, Hard Drive Speed,Disk Caching	
12	DISCOVER THE NEW WINDOWS OPERATING SYSTEM (Start screen, Use of tiles, Taskbar buttons, Preview thumbnails) file management techniques (file and folder management)	
13	THE USE OF TECHNOLOGY IN THE COMMUNITY.	
14	Application of Health and Safety measures in using ICT Tools Current Regulatory Requirements and Potential Computing-Related Disorders	
15	MICROSOFT WORD (EDITING) Insert, select, delete, and move the text Using find and replace content and undo edited changes Using spell check, content translation, language setting	
16	MICROSOFT POWERPOINT (EDITING) Features of MS PowerPoint's interface. Use Special Characters. Authora 7-slide presentation in MS-PowerPoint using the tools of the Editing group.	
17	SPREADSHEET (EDITING WORKSHEETS). Features of MS-Excel interface.	
18	Setting cell data type (General, Number, Currency etc.) Align Text, Merge &Wrap, Borders and Shades.	
19	REVISION	
20	EXAMS	

I. C. T. WEEKLY SCHEME OF WORK FOR J. H. S. TWO (J. H. S 2)

WEEK	TOPIC	REMARK
1	PROCESSING DOCUMENT Formatting text in word Renaming formatting document Using the Save As command	
2	MANAGING FILES Renaming and deleting files Restoring and emptying files from recycle bin	
3	ETHICS OF USING ICT'S Computer viruses Source of computer virus	
4	COPY ETHICS Concept of copyright and copyright infringement Reasons for copyright protection	
5	COPY ETHICS Copyright laws in Ghana Effect of breaking copyright laws.	
6	INTERNET Internet and world wide web Concept of the internet and www	
7	Internet and world wide web Identification of features of a web browser, launching and exiting a web page.	
8	Technology used to access the internet	
9	MID-SEMESTER	
10	INTRODUCTION TO PERSONAL COMPUTER 2 Storage Device Types of storage devices Hard drive, CD ROM, Floppy Disk Drive, Pen Drive.	
11	Storage Device Types of storage devices Hard drive, CD ROM, Floppy Disk Drive, Pen Drive.	
12	Storage Device Uses of storage devices Eg. Storing information, used as backups Importance of storage devices	
13	Basic Input Devices Types of basic input and output devices Eg. Keyboard, mouse, monitor, printer etc	
14	Basic input Devices Functions of input and output device Eg. Input devices-feeds computer with data, output – displays information	
15	Basic input Devices Functions of input and output device Eg. Input devices-feeds computer with data, output – displays information	
16	FILE AND FOLDER MANAGEMENT Creating Folders Moving folders from one location to another	
17	Renaming folder using right mouse click Differences between files and folders	
18	Renaming folder using right mouse click	
19	REVISION	
20	EXAMS	

I. C. T. WEEKLY SCHEME OF WORK FOR J. H. S. THREE (J. H. S. 3)

WEEK	TOPIC	REMARK
1	Reopening, registration, cleaning and revision	
2	INSERTING PICTURES IN WORD PROCESSING DOCUMENT Copying and pasting pictures in word processing document using the copying and paste method.	
3	printing a word processing Document - Previewing and editing printable area - Printing word processing Document	
4	ACESSING INFORMATION Browsing through website using hyperlinks - Navigating through web pages the hyperlinks - Managing web pages in browsing	
5	Accessing information from educational software - Sources of education software - Browsing information from educational software – Encarta - Using the search Facility in Encarta	
6	Accessing information from educational software - Sources of education software - Browsing information from educational software – Encarta Using the search Facility in Encarta	
7	Transferring information from website to word processing Document - Locating information from website	
8	Transferring information from website to word processing Document - Copying and pasting information from a website to word processing document	
9	**MID- SEMESTER**	
10	Locating and transferring information from website to processing document Locate information from websites Transferring information from websites	
11	Copy and paste information from websites to word processing document	
12	Save copied information in word processing	
13	COMPOSE AND SEND E-MAIL MESSAGES Compose Email messages	
14	Send E-mail Messages	
15	Access and reply Email Messages Explain the importance of e-mail Importance of e-mail Access and reply E-mail messages	
16	WAYS OF SHARING INFORMATION Share information through the internet	
17	INTRODUCTION TO SPREADSHEET APPLICATION Identifying features of the spreadsheet application window	
18	Identifying cell names Adjusting columns and rows	
19	REVISION	
20	EXAMS	