

ASCOT HIGH SCHOOL
DEPARTMENT OF BUSINESS STUDIES AND INFORMATION TECHNOLOGY
COURSE OUTLINE – GRADE 10
SEPTEMBER –DECEMBER 2024
INFORMATION TECHNOLOGY

DATE	TOPICS	SUB-TOPIC	OBJECTIVES	SUGGESTED ACTIVITIES
WEEK 1	Introduction to the subject Diagnostic Test			
WEEK 2	Social and Economic Impact on Information and Communication Technology	Implications of Misuse and Cybersecurity	1. Define the terms computer security, cybersecurity, and computer misuse. 2. Explain the various terms in relating to computer misuse: cyberbullying, hacking, copyright infringement, data theft, malware, phishing attacks, transmission of viruses, denial of service attacks, identity theft, online publication of obscene materials, software and music piracy, financial abuses, violation of privacy, propaganda, electronic eavesdropping	❖ Case Study ❖ Quiz-Past Paper

			and industrial espionage.	
WEEK 3	Social and Economic Impact on Information and Communication Technology	Implications of Misuse and Cybersecurity	1. Explain the potential impact of computer misuse on individuals, government and organizations. 2. Describe the countermeasures that can be used to mitigate effects of identity thefts.	❖ Activity – CSEC IT Text Book ❖ Pop Quiz- Past Paper
WEEK 4	Social and Economic Impact on Information and Communication Technology	Impact on Job Skills and Career	1. Discuss the impact of automation on job security. 2. Describe the roles of computer-related professions. 3. Discuss the impact of ICT on Medicine, Education, Business and Law Enforcement.	❖ Activity – CSEC IT Text Book ❖ Pop Quiz – Past Paper
WEEK 5	Word Processing and Web Design	Word Processing	1. Define the term word processing. 2. Create, save, retrieve and print documents. 3. Apply the formatting functions.	❖ Activity Sheets

WEEK 6	MID TERM			
WEEK 7	REVISION			
WEEK 8	SESSIONAL TEST			
WEEK 9	Word Processing and Web Design	Word Processing	1. Perform simple editing functions. 2. Insert tables. 3. Use columns.	❖ Activity Sheets
WEEK 10	Word Processing and Web Design	Word Processing	1. Use the documents enhance features. 2. Apply features for document protection.	❖ Activity Sheets
WEEK 11	Word Processing and	Word Processing	1. Perform mail merge. 2. Design electronic forms.	❖ Activity Sheets

	Web Design			
WEEK 12	REVISION			
WEEK 13	END OF YEAR EXAM (40%)			

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DEPARTMENT OF BUSINESS STUDIES AND INFORMATION TECHNOLOGY
COURSE OUTLINE – GRADE 10
JANUARY– JUNE 2025
INFORMATION TECHNOLOGY

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WEEK 1	Computers Fundamentals	Components of the computer system	1. Categorize the components of the computer. 2. List the parts of the CPU. 3. Explain the functions of the parts of the CPU. 4. Explain the functions of the primary memory: ROM and RAM.	❖ Assigned Reading ❖ Group Presentation ❖ Activity-CSEC IT Text ❖ Pop Quiz – Past Papers
WEEK 2	Spreadsheet	Spreadsheet	1. Explain the purpose of spreadsheet. 2. Use common features of spreadsheet appropriately. 3. Use basic pre-defined systems functions.	❖ Activity Sheets
WEEK 3	Spreadsheet	Spreadsheet	1. Create addition, subtraction, multiplication division formulae. 2. Use brackets for formula. 3. Copy formula into other cells.	❖ Activity Sheet

WEEK 4	Computers Fundamentals	Components of the computer system	1. Identify the types of secondary storage devices. 2. Explain the units of storage. 3. Explain the input processing output storage cycle. 4. Define cloud storage. 5. Define local storage. 6. Explain the assessment criteria of local and cloud storage.	❖ Assigned Reading ❖ Group Presentation ❖ Activity-CSEC IT Text ❖ Pop Quiz – Past Papers
WEEK 5			MID -TERM BREAK	
WEEK 6			REVISION / SESSIONAL TEST 1	
WEEK 7	Computers Fundamentals	Components of the computer system	1. Define system software. 2. Identify the types of software. 3. Explain the roles of different types of software in computer operations. 4. Explain troubleshooting basic computer problems.	❖ Assigned Reading ❖ Group Presentation ❖ Activity-CSEC IT Text ❖ Pop Quiz – Past Papers

WEEK 8	Spreadsheet	Spreadsheet	1. Insert columns and rows. 2. Delete columns and rows. 3. Modify columns and rows. 4. Use numeric data format.	❖ Worksheets
WEEK 9	Computers Fundamentals	Components of the computer system	1. Define the term data. 2. Define the term information. 3. Distinguish between data and information. 4. Outline the sources of data. 5. Discuss the types of documents. 6. Evaluate information retrieved from online sources.	❖ Assigned Reading ❖ Group Presentation ❖ Activity-CSEC IT Text ❖ Pop Quiz – Past Papers
WEEK 10	Spreadsheet	Spreadsheet	1. Use numeric data formats. 2. Sorting data in primary field, secondary, ascending order and descending order. 3. Create pivot tables. 4. Filter data using multiple criteria and complex criterion.	❖ Worksheets
WEEK 11			1. Define the term data validation. 2. Define the term data verification. 3. Distinguish between validation and verification of data. 4. Identify methods of validation and verification of	❖ Assigned Reading ❖ Group Presentation ❖ Activity-CSEC IT Text ❖ Pop Quiz – Past Papers

			data. - Outline file access methods. - Explain appropriate file organization for particular applications.	
WEEK 12 & 13			EASTER BREAK	
WEEK 14	Spreadsheet	Spreadsheet	- Create charts in spreadsheets. - Label charts in spreadsheets - Use worksheets to solve problems.	❖ Worksheets
WEEK 15	Computer Network and Web Technologies.	Networks	- Define the term network. - Identify the types of networks. - Distinguish between the types of networks. - Explain the concept of mobile network. - Outline wireless network technologies. - Explain the level of privacy for intranet, extranet, Internet.	❖ Assigned Reading ❖ Group Presentation ❖ Activity-CSEC IT Text ❖ Pop Quiz – Past Papers
WEEK 16			SESSIONAL TEST	

WEEK 17	Database Management	Database	1. Define the term database. 2. Explain the purposes of database. 3. Define database terminologies: table, row (record), column (field), primary key, secondary key, candidate key and foreign key. 4. Explain the data types: numeric, text, logical and date /time. 5. Create a table in database.	❖ Short answer questions ❖ Worksheet
WEEK 18	Computer Network and Web Technologies	Networks	1. Identify the components of a network. 2. Explain the functions of transmission media. 3. Explain the purposes of switch, router and modem. 4. Explain the functions of network interface card/network adapter. 5. Explain the importance of mobile communication technologies as a component of modern communication networks.	❖ Assigned Reading ❖ Group Presentation ❖ Activity-CSEC IT Text ❖ Pop Quiz – Past Papers
WEEK 19			SESSIONAL TEST (PRACTICAL)	

WEEK 20			MID-TERM BREAK	
WEEK 21	Database Management	Database	1. Modify a table structure: adding new fields, deleting fields, changing field definitions. 2. Create primary keys. 3. Create relationships: show the joins between tables (one-to-one and one-to-many).	❖ Worksheet
WEEK 22	Computer Network and Web Technologies	Networks	1. Explain web technologies concepts: • World Wide Web • Hypertext Markup Language • Hypertext Transfer Protocol • Hyperlinks • Web Server • Web Page • File Transfer Protocol • Web Browser • Uniform Resource Locator • Upload and download • Email	❖ Assigned Reading ❖ Group Presentation ❖ Activity-CSEC IT Text ❖ Pop Quiz – Past Papers
WEEK 23	Database Management	Database	1. Create forms using wizard form. 2. Create queries with more than one criterion. 3. Create reports using report wizard.	❖ Worksheet

WEEK 24			REVISION	
WEEK 25			END OF YEAR EXAMINATION	