

**Grade 8**

| Content (Grade 8 / Term 1)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | NOTES                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| <p><b>Systems Technologies: Introduction to Computers and Information processing cycle</b><br/> <b>(Theory) (± ½ week / 1 hour)</b></p> <ul style="list-style-type: none"> <li>• Basic components of a computer system</li> <li>• Display a knowledge of the devices required: <ul style="list-style-type: none"> <li>▪ Input devices</li> <li>▪ Output devices</li> <li>▪ Identify storage devices and capacities (hard drive, flash drive, optical drive/disc, memory cards)</li> <li>▪ Digital communication devices</li> </ul> </li> <li>• Display a knowledge of the Information Processing Cycle: <ul style="list-style-type: none"> <li>▪ Input, output, processing, storage and communication</li> <li>▪ Expand concept of processing (CPU and RAM)</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                     |
| <p><b>Systems Technologies: File management</b><br/> <b>(Theory and practical) (±½ week / 1 hour)</b></p> <ul style="list-style-type: none"> <li>• Demonstrate basic file management tasks: <ul style="list-style-type: none"> <li>▪ Create a new file/folder</li> <li>▪ Copy, cut and paste a document to a new location</li> <li>▪ Open, save and close features of files, e.g.; 'open with', 'save to', 'close all'</li> <li>▪ View and sort files/folder, e.g. by name, by date, by type (file extension), by size</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>•</li> </ul> |
| <p><b>Keyboarding: Introduction to Keyboarding</b><br/> <b>(Practical) (±1 week / 2 hours)</b></p> <ul style="list-style-type: none"> <li>• Demonstrate the correct typing posture: <ul style="list-style-type: none"> <li>▪ Positioning of fingers</li> <li>▪ Positioning of wrists</li> <li>▪ Positioning of fore-arms and back to facilitate touch typing</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>•</li> </ul> |
| <p><b>Word Processing: Formatting and Editing</b><br/> <b>(Practical) (± 2 weeks / 4 hours)</b></p> <ul style="list-style-type: none"> <li>• Understand the purpose of using a word processor, such as Microsoft Word</li> <li>• Become familiar with the Word processing environment</li> <li>• Basic use of the word processor: <ul style="list-style-type: none"> <li>▪ Open a new blank &lt;Ctrl N&gt;/existing document</li> <li>▪ Type words, sentences and paragraphs</li> <li>▪ Understand and apply: <ul style="list-style-type: none"> <li>o Word wrapping</li> <li>o The use of the hard return &lt;Enter&gt;</li> <li>o The use of the soft return &lt;Shift Enter&gt;</li> </ul> </li> <li>▪ Save documents &lt;Ctrl S&gt;</li> <li>▪ Print documents &lt;Ctrl P&gt; (printing options: select printer, print all pages, print selection, print current page, custom print)</li> </ul> </li> <li>• Apply basic formatting techniques to words/text/paragraphs using the following: <ul style="list-style-type: none"> <li>▪ Use the <b>Font group</b> on the <b>Home tab</b> (of MS Word)</li> <li>▪ Apply bold &lt;Ctrl B&gt;, italics &lt;Ctrl I&gt; and underline &lt;Ctrl U&gt; features</li> <li>▪ Change the font type and size</li> <li>▪ Highlight text, change font colour, text effects</li> <li>▪ Select words, text and paragraphs using mouse or alternative methods</li> <li>▪ Edit word/text/paragraphs using cut (delete) &lt;Ctrl X&gt;, copy &lt;Ctrl C&gt;, paste (insert) &lt;Ctrl V&gt;</li> <li>▪ Different methods of deleting</li> <li>▪ Apply build-in Styles to format text</li> </ul> </li> </ul> |                                                     |

| Content (Grade 8 / Term 1)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | NOTES |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| <p><b>Keyboarding: Mastering the keyboard - alphabetical keys</b><br/> <b>(Practical) (±1 week / 2 hours)</b></p> <ul style="list-style-type: none"> <li>• Able to identify different sections on keyboard (alphabetical, numerical, functions keys)</li> <li>• Able to type home row (asdfghjkl;)</li> <li>• Able to type top row (qwertyiop) and home row</li> <li>• Able to type bottom row (zxcvbnm,./) and home row</li> <li>• Able to type a combination of short words</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                       |       |
| <p><b>Word Processing: Spelling and Grammar checking and Basic illustrations</b><br/> <b>(Practical) (± 2 weeks / 4 hours)</b></p> <ul style="list-style-type: none"> <li>• Type a variety of paragraphs: <ul style="list-style-type: none"> <li>▪ Without/ with headings</li> <li>▪ Use word processing features to proofread and correct work, i.e. use spell check</li> <li>▪ Find synonyms for word using Thesaurus</li> <li>▪ Basic use of the Find and Replace feature (search for text and replace if with something else)</li> </ul> </li> <li>• Insert and manipulate illustrations: <ul style="list-style-type: none"> <li>▪ Insert and resize shapes (including move, crop, cut (delete), copy and paste, recolour</li> <li>▪ Insert and resize pictures (including move, crop, cut (delete), copy and paste, recolour</li> <li>▪ Apply wrapping and grouping options to shapes and pictures</li> </ul> </li> </ul> |       |
| <p><b>Computational Thinking</b><br/> <b>(Theory) (±1 week / 2 hours)</b></p> <ul style="list-style-type: none"> <li>• Overview of Computational Thinking: <ul style="list-style-type: none"> <li>▪ Pattern recognition</li> <li>▪ Decomposition</li> <li>▪ Abstraction</li> <li>▪ Algorithms</li> </ul> </li> <li>• Focus on Detail and Sequence (basic algorithmic thinking using daily examples) <ul style="list-style-type: none"> <li>▪ Use detail and sequence to follow certain steps to complete a task or solve a problem</li> <li>▪ Place objects/statements/words in a correct order</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                         |       |
| <p><b>Consolidation and Practise – All Topics</b><br/> <b>(Practical and theory) (±1 week / 2 hours)</b></p> <ul style="list-style-type: none"> <li>• Consolidate content and skills</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |       |
| <p><b>Assessment (PoA) (±1 week / 2 hours):</b></p> <ul style="list-style-type: none"> <li>• 1 Practical task (keyboarding skills, word processing skills) – weighting of 60%</li> <li>• 1 Theory test (systems technologies, computational thinking as well as theory question regarding word processing) – weighting of 40%</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |       |

| Content (Grade 8 / Term 2)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | NOTES                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Keyboarding: Mastering the keyboard – other keys</b><br/> <b>(Practical) (±1 week / 2 hours)</b></p> <ul style="list-style-type: none"> <li>Type with other keys on the keyboard such as Shift, Caps Lock, Insert, Delete, Backspace, Page up, Page down, Home, End, Tab, undo &lt;Ctrl Z&gt;, redo &lt;Ctrl Y&gt;, Print screen;</li> <li>Revise alphabetical keys</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                 |
| <p><b>Digital citizenship</b><br/> <b>(Theory) (±1 week / 2 hours)</b></p> <ul style="list-style-type: none"> <li>Introduce concepts of the WWW and URL</li> <li>Introduce the concept of the internet</li> <li>Connecting to the internet</li> <li>Explain what the purpose of a browser is</li> <li>Identify two web browsers</li> <li>Explain how to work with a web browser: <ul style="list-style-type: none"> <li>Buttons</li> <li>Address bar</li> <li>Search bar</li> <li>Tabs and tabbed browsing</li> <li>Downloads</li> <li>History</li> </ul> </li> <li>Explain website, web page and huperlink</li> <li>Explain two search engines</li> <li>Safe internet and device usage: <ul style="list-style-type: none"> <li>Passwords</li> <li>Two-factor authentication</li> <li>Captcha</li> </ul> </li> </ul>                                                                                                                  | <ul style="list-style-type: none"> <li></li> </ul>                                                                                                                              |
| <p><b>Keyboarding: Mastering the keyboard – numeric keys</b><br/> <b>(Practical) (±1 week / 2 hours)</b></p> <ul style="list-style-type: none"> <li>Type 2 to 5 minutes speed and accuracy tests</li> <li>Introduce number keys on the top row: 1234567890</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                 |
| <p><b>Word Processing: Layout and Formatting</b><br/> <b>(Practical) (± 2 weeks / 4 hours)</b></p> <ul style="list-style-type: none"> <li>Apply and customise margin sizes</li> <li>Change page orientation (Portrait and landscape)</li> <li>Two pages using forces/manual page breaks</li> <li>Select a pager size</li> <li>Page borders (basic): <ul style="list-style-type: none"> <li>Settings</li> <li>Style</li> <li>Colour</li> <li>Width</li> <li>Art borders</li> </ul> </li> <li>Change the line spacing (single, 1.5 and double)</li> <li>Change paragraph spacing (before and after)</li> <li>Apply paragraph alignment (left, centre right, justify)</li> <li>Increase and decrease indent feature on the Home tab in the Paragraph group</li> <li>Inserting symbols (basic: caret (ê), acute (é), diareses (ë), plus-minus (±), etc.</li> <li>Bulleted lists (basic)</li> <li>Numbered lists (1 level only)</li> </ul> | <ul style="list-style-type: none"> <li>Numbered lists: preference to numbers but exposure to Roman numerals (i, ii, iii) as well as Alphabetical (a, b, c) numbering</li> </ul> |

| Content (Grade 8 / Term 2)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | NOTES                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <p><b>Computational Thinking</b><br/>(Theory) (±1 week / 2 hours)</p> <ul style="list-style-type: none"> <li>Focus on pattern recognition: <ul style="list-style-type: none"> <li>Identify what a pattern is</li> <li>Interpret a given set of raw data then recognise the pattern</li> <li>Look for similarities among and within problems</li> <li>Make predictions based on patterns</li> </ul> </li> <li>Consolidate Computational Thinking concepts and practices</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>Integrate computational thinking concepts and practices with other topics where applicable such as spreadsheets</p> |
| <p><b>Spreadsheets:</b><br/>(Practical) (± 2 weeks / 4 hours)</p> <ul style="list-style-type: none"> <li>Explain the purpose of a spreadsheet and the concepts of a cell, row, column and a sheet</li> <li>Understand the use of cell references</li> <li>Demonstrate the resizing of rows and columns</li> <li>Transfer common features from word processing skills (e.g. copy, paste, save) to spreadsheets (and vice versa)</li> <li>Use basic formatting and editing to format cells: <ul style="list-style-type: none"> <li>Wrap</li> <li>Merge and unmerge</li> <li>Alignment</li> <li>Borders</li> <li>Shading</li> <li>Text direction</li> </ul> </li> <li>Use the autofill feature</li> <li>Decide on common data types such as: <ul style="list-style-type: none"> <li>General</li> <li>Number, including number of decimal places</li> <li>Currency, including number of decimal places</li> <li>Text</li> </ul> </li> <li>Use formula (calculations) with basic operators including brackets: <ul style="list-style-type: none"> <li>Addition (+)</li> <li>Subtraction (-)</li> <li>Multiplication (*)</li> <li>Division (/)</li> </ul> </li> <li>Understand the order of precedence</li> </ul> |                                                                                                                        |
| <p><b>Consolidation and Practise – All Topics</b><br/>(Practical and theory) (±1 week / 2 hours)</p> <ul style="list-style-type: none"> <li>Consolidate content and skills</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                        |
| <p><b>Assessment (PoA) (±1 week / 2 hours):</b></p> <ul style="list-style-type: none"> <li>1 Practical task (keyboarding skills, word processing skills, spreadsheet skills) – weighting of 60%</li> <li>1 Theory test (systems technologies, computational thinking, digital citizenship as well as theory question regarding word processing and spreadsheets) – weighting of 40%</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                        |

| Content (Grade 8 / Term 3)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | NOTES                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| <b>Keyboarding: Introduction to Keyboarding</b><br><b>(Practical) (±1 week / 2 hours)</b> <ul style="list-style-type: none"> <li>● Revise alphabetical and number keys</li> <li>● Type 2 to 5 minutes speed and accuracy tests</li> <li>● Type special characters, symbols and punctuation marks available on the keyboard (! @ # \$ % ^ &amp; * ? &lt; &gt;)</li> <li>● Revise common shortcuts for Editing text e.g. Ctrl B (bold), Ctrl I (italic), Ctrl U (underline), Ctrl Z (undo) and Ctrl + Enter (hard return/page break), Ctrl C (copy), Ctrl X (cut), Ctrl V (paste)</li> </ul>                                                                                                                                |                                                     |
| <b>Digital Citizenship</b><br><b>(Theory) (±1 week / 2 hour)</b> <ul style="list-style-type: none"> <li>● Understand the privacy of information and information piracy</li> <li>● Understand cybercrime threats, issues and remedies: <ul style="list-style-type: none"> <li>▪ Identity theft</li> <li>▪ Hacking</li> <li>▪ phishing</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>●</li> </ul> |
| <b>Word Processing: Tab setting and Tables</b><br><b>(Practical) (± 1 week / 2 hours)</b> <ul style="list-style-type: none"> <li>● Use tab setting in the word processor by applying: <ul style="list-style-type: none"> <li>▪ Tabs setting (left, centre, right)</li> </ul> </li> <li>● Produce tables using the table feature in the word processor and manipulate by: <ul style="list-style-type: none"> <li>▪ Changing borders and shading</li> <li>▪ Merging of cells</li> <li>▪ Inserting or deleting rows/columns</li> <li>▪ Changing cell alignment</li> <li>▪ Change text direction in a cell/column/row</li> <li>▪ Apply table styles</li> </ul> </li> </ul>                                                    | <ul style="list-style-type: none"> <li>●</li> </ul> |
| <b>Spreadsheets: Basic functions, sorting, error indicators and troubleshooting</b><br><b>(Practical) (± 2 weeks / 4 hours)</b> <ul style="list-style-type: none"> <li>● Cell ranges</li> <li>● Use basic functions: <ul style="list-style-type: none"> <li>▪ Min</li> <li>▪ Max</li> <li>▪ Sum</li> <li>▪ Count</li> <li>▪ Average to solve problems</li> </ul> </li> <li>● Sort data – up to two tables</li> <li>● Identify problems based on the following error indicators: <ul style="list-style-type: none"> <li>▪ #Value</li> <li>▪ #Name</li> <li>▪ #Num</li> <li>▪ #REF</li> <li>▪ #DIV/0</li> <li>▪ #N/A</li> <li>▪ #####</li> </ul> </li> <li>● Troubleshoot basic errors in formulae and functions</li> </ul> |                                                     |

| Content (Grade 8 / Term 3)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | NOTES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Computational Thinking<br/>(Theory) (±1 week / 2 hours)</b> <ul style="list-style-type: none"> <li>● Revise sequence and detail as well as pattern recognition concepts</li> <li>● Focus on algorithms: <ul style="list-style-type: none"> <li>▪ Understand what an algorithm is using simple real-life scenarios</li> <li>▪ Read, understand and explain an existing algorithm</li> <li>▪ Test steps in an algorithm</li> </ul> </li> <li>● Consolidate computational thinking concepts and practices</li> </ul>                        | Integrate computational thinking concepts and practices with other topics where applicable such as spreadsheets and coding                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Coding<br/>(Practical) (± 2 weeks / 4 hours)</b> <ul style="list-style-type: none"> <li>● Identify and interact with block-based programming environment, components and understand their roles/features</li> <li>● Create shapes/animations using a block-based programming language, e.g. Scratch, Micro Bit or similar (e.g. use pent/turtle)</li> <li>● Create solutions for simple, basic problems to illustrate spatial orientation/logical sequence through animation and shapes</li> <li>● Introduce Events as needed</li> </ul> | <p>Include basic, single condition (IF THEN) or simple, single loop (REPEAT (specified number of repeats) or FOREVER) required, e.g.</p> <ul style="list-style-type: none"> <li>● when sprite needs to turn when touching edge, a simple, single condition could be introduced.</li> <li>● when learners identify patterns in drawing (such as when drawing a square) they could use basic, single loop to 'shorten' the code.</li> </ul> <p><b>Note</b></p> <p>Integrate coding with computational thinking concepts, practices and perspectives</p> |
| <b>Consolidation and Practise – All Topics<br/>(Practical and theory) (±1 week / 2 hours)</b> <ul style="list-style-type: none"> <li>● Consolidate content and skills</li> </ul>                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Assessment (PoA) (±1 week / 2 hours):</b> <ul style="list-style-type: none"> <li>● 1 Practical task/s (keyboarding skills, word processing skills, spreadsheet skills and coding skills ) – weighting of 60%</li> <li>● 1 Theory test (systems technologies, computational thinking, digital citizenship as well as theory question regarding word processing, spreadsheets and coding skills) – weighting of 40%</li> </ul>                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| Content (Grade 8 / Term 4)                                                                                                                                                                                                                                                                                                                                                                                                                                      | NOTES                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Coding</b><br><b>(Practical) (± 2 weeks / 4 hours)</b> <ul style="list-style-type: none"> <li>• Use a block-based programming language to create shapes and animations</li> <li>• Create solutions for simple, basic problems to illustrate spatial orientation/logical sequence through animation and shapes</li> <li>• Use events as needed</li> <li>• Introduce simple parallelism (e.g. broadcast in Scratch) to create inter-active stories.</li> </ul> | <p>Include simple, single condition (IF THEN) or basic, single loop (REPEAT (specified number of repetitions) or FOREVER) could be introduced, if required – basic program)</p> <p><b>Note</b></p> <p>Integrate coding with computational thinking concepts, practices and perspectives</p> |
| <b>Consolidation and Practise – All Topics</b><br><b>(Practical and theory) (±3 weeks / 6 hours)</b> <ul style="list-style-type: none"> <li>• Consolidate content and skills</li> </ul>                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                             |
| <b>Practical task (Project)</b><br><b>(Practical) (±1 week / 2 hours)</b> <ul style="list-style-type: none"> <li>• Complete a practical task that includes word processing, spreadsheets and coding</li> </ul>                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                             |
| <b>Assessment (PoA) (±4 weeks / 8 hours):</b> <ul style="list-style-type: none"> <li>• Practical task (Project), Speed and accuracy test (keyboarding) – weighting of 60%</li> <li>• Theory examination (systems technologies, computational thinking, digital citizenship as well as theory question regarding word processing and spreadsheets) – weighting of 40%</li> </ul>                                                                                 |                                                                                                                                                                                                                                                                                             |

**Grade 9**

| Content (Grade 9 / Term 1)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | NOTES                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| <p><b>Keyboarding: Touch type with confidence</b><br/> <b>(Practical) (±1 week / 2 hours)</b></p> <ul style="list-style-type: none"> <li>• Number keys (numeric keypad and/or top row numbers) using a typing tutor</li> <li>• Number keys (numeric keypad) using Calculator utility of Windows</li> <li>• 2 – 5 minute speed and accuracy practise</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                     |
| <p><b>Systems Technologies:</b><br/> <b>(Theory and practical) (±1 week / 2 hours)</b></p> <ul style="list-style-type: none"> <li>• Display a knowledge of Systems and Application software: <ul style="list-style-type: none"> <li>▪ Explain the difference between system software and application software (Windows vs MS Office suite)</li> <li>▪ Definition and function of application software (Microsoft Office Suite, e.g. Word processing, Spreadsheets)</li> <li>▪ Utility software (Anti-virus)</li> </ul> </li> <li>• Display a knowledge of cloud computing: <ul style="list-style-type: none"> <li>▪ Demonstrate the use of cloud computing, e.g. OneDrive/ Dropbox / Google Drive, Google Docs / Google Sheets</li> <li>▪ Demonstrate an understanding of Search engine (e.g. Google)</li> </ul> </li> <li>• Demonstrate a knowledge of ICTs in everyday life: <ul style="list-style-type: none"> <li>▪ Use of ICTs in real-life (shopping, banking and education)</li> <li>▪ Explain how their education can be supported by online/computer resources</li> <li>▪ Explain the features/ characteristics of online banking and shopping</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>•</li> </ul> |
| <p><b>Digital citizenship: Ethical, social and safety awareness when online</b><br/> <b>(Theory) (±1 week / 2 hours)</b></p> <ul style="list-style-type: none"> <li>• Online harassment</li> <li>• Cyber stalking and cyber bullying</li> <li>• Online identity</li> <li>• Social media safety</li> <li>• Awareness of digital footprint</li> <li>• Netiquette</li> <li>• Ethics online</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>•</li> </ul> |
| <p><b>Word Processing: WordArt, Textboxes, Headers and Footers</b><br/> <b>(Practical) (± 1 week / 2 hours)</b></p> <ul style="list-style-type: none"> <li>• Insert and manipulate WordArt and text boxes: <ul style="list-style-type: none"> <li>▪ Insert WordArt and text boxes</li> <li>▪ Shape styles and WordArt styles: <ul style="list-style-type: none"> <li>o Shape fill</li> <li>o Shape outline</li> <li>o Text fill</li> <li>o Text outline</li> </ul> </li> <li>▪ Apply shape and text effects</li> </ul> </li> <li>• Insert document header and footers: <ul style="list-style-type: none"> <li>▪ Basic headers and footers</li> <li>▪ Automatic page numbering</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                     |



| Content (Grade 9 / Term 1)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | NOTES                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Spreadsheet</b><br><b>(Practical) (±1 week / 2 hours)</b> <ul style="list-style-type: none"> <li>● Create graphs/charts from given data and choose appropriate graph types from column, line, pie</li> <li>● Create and edit graphs using the following basic graph elements: <ul style="list-style-type: none"> <li>▪ Chart title</li> <li>▪ Axis titles</li> <li>▪ Data labels</li> <li>▪ Legend</li> </ul> </li> <li>● Troubleshoot basic problems in graphs</li> <li>● Draw basic conclusions by interpreting and analysing graphs.</li> </ul>                                                                                                                       |                                                                                                                                          |
| <b>Computational Thinking</b><br><b>(Theory) (±1 week / 2 hours)</b> <ul style="list-style-type: none"> <li>● Revise and consolidate all aspects of computational thinking</li> <li>● Focus on decomposition and abstraction: <ul style="list-style-type: none"> <li>▪ Break down a complex problem or system into smaller, more manageable parts through decomposition</li> <li>▪ Focus on the important information only, ignoring irrelevant detail and seeing problems as finite chunks which can be re-used rather than re-built repeatedly through abstraction</li> </ul> </li> <li>● Link Computational Thinking concepts and practices to coding content</li> </ul> | Integrate computational thinking concepts, practices and perspectives with other topics such as spreadsheets and coding where applicable |
| <b>Coding</b><br><b>(Practical) (±2 weeks / 4 hours)</b> <ul style="list-style-type: none"> <li>● Introduce variables and operators in the block-based programming environment</li> <li>● Use sequence to solve simple numeric/mathematical problems</li> <li>● Complete programs (code completion, e.g. Parsons Puzzles)</li> <li>● Read and explain code</li> <li>● Trace code</li> <li>● Test code</li> <li>● Use problem-solving steps to plan a solution to a simple problem</li> <li>● Use diagrams to present the problem, e.g. input-processing-output (IPO) table, flow chart</li> <li>● Use events as needed</li> <li>● Use parallelism as needed</li> </ul>      | Integrate with computational thinking concepts, practices and perspectives                                                               |
| <b>Consolidation and Practise – All Topics</b><br><b>(Practical and theory) (±1 week / 2 hours)</b> <ul style="list-style-type: none"> <li>● Consolidate content and skills</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                          |
| <b>Assessment (PoA) (±1 week / 2 hours):</b> <ul style="list-style-type: none"> <li>● 1 Practical task (keyboarding skills, word processing skills, spreadsheet skill, coding skills) – weighting of 60%</li> <li>● 1 Theory test (systems technologies, computational thinking, digital citizenship as well as theory question regarding word processing, spreadsheets and coding) – weighting of 40%</li> </ul>                                                                                                                                                                                                                                                           |                                                                                                                                          |

| Content (Grade 9 / Term 2)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | NOTES                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>Keyboarding:</b><br><b>(Practical) (±1 week / 2 hours)</b> <ul style="list-style-type: none"> <li>Type revision, remedial and drill activities</li> <li>Type speed building exercises</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                 |
| <b>Digital citizenship</b><br><b>(Theory) (±1 week / 2 hours)</b> <ul style="list-style-type: none"> <li>Understand what copyright and plagiarism is (about software, information, intellectual property), including: <ul style="list-style-type: none"> <li>What copyright is</li> <li>Who it applies to</li> <li>What the Public Domain is</li> <li>How to reference sources</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li></li> </ul>                                                              |
| <b>Word Processing: SmartArt graphics</b><br><b>(Practical) (± 1 week / 2 hours)</b> <ul style="list-style-type: none"> <li>Insert basic SmartArt graphics</li> <li>SmartArt shapes: <ul style="list-style-type: none"> <li>Insert before/after</li> <li>Change shape</li> <li>Change colour</li> </ul> </li> <li>Insert or edit text in a SmartArt shape</li> <li>Insert images into a SmartArt shape</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                 |
| <b>Spreadsheets:</b><br><b>(Practical) (± 2 weeks / 4 hours)</b> <ul style="list-style-type: none"> <li>Work with sheets: <ul style="list-style-type: none"> <li>Insert</li> <li>Delete</li> <li>Rename</li> </ul> </li> <li>Perform calculations using the following functions: <ul style="list-style-type: none"> <li>COUNTA</li> <li>COUNTBLANK</li> <li>ROUND</li> <li>COUNTIF</li> </ul> </li> <li>Troubleshoot basic errors in formulae and functions</li> </ul>                                                                                                                                                                                                                                                                                                                                                            | Integrate computational thinking concepts and practices with other topics where applicable such as spreadsheets |
| <b>Computational Thinking</b><br><b>(Theory) (±1 week / 2 hours)</b> <ul style="list-style-type: none"> <li>Revise and consolidate all aspects of computational thinking</li> <li>Devise a strategy to complete a task/solve a problem</li> <li>Use the following problems-solving steps and techniques to solve a problem: <ul style="list-style-type: none"> <li>Write down the main ideas and requirements of the problem</li> <li>Present the problem by using a diagram, table, flow chart, description or any other method to indicate how you understand the problem</li> <li>Identify the tools/instruments needed to solve the problem</li> <li>Plan the detail and sequence the steps</li> <li>Implement the steps to solve the problem</li> <li>Reflect on how well you have solved the problem</li> </ul> </li> </ul> |                                                                                                                 |

| Content (Grade 9 / Term 2)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | NOTES                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <b>Coding</b><br><b>(Practical) (±2 weeks / 4 hours)</b> <ul style="list-style-type: none"> <li>• Complete programs by selecting and sequencing instructions (code completion, e.g. Parsons Puzzles)</li> <li>• Read, trace and explain code</li> <li>• Test code</li> <li>• Use problem solving steps to plan a solution to a simple problem</li> <li>• Use diagrams to present the problem, e.g. Input-Processing-Output (IPO) table, flow chart</li> <li>• Use sequence and blocks within basic control structures (condition or loop) – to solve simple problems</li> </ul> | Integrate with computational thinking concepts practices and perspectives |
| <b>Consolidation and Practise – All Topics</b><br><b>(Practical and theory) (±1 week / 2 hours)</b> <ul style="list-style-type: none"> <li>• Consolidate content and skills</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                          |                                                                           |
| <b>Assessment (PoA) (±1 week / 2 hours):</b> <ul style="list-style-type: none"> <li>• 1 Practical task (keyboarding skills, word processing skills, spreadsheet skills, coding skills) – weighting of 60%</li> <li>• 1 Theory test (systems technologies, computational thinking, digital citizenship as well as theory question regarding word processing, spreadsheets and coding) – weighting of 40%</li> </ul>                                                                                                                                                              |                                                                           |

| Content (Grade 9 / Term 3)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | NOTES                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| <b>Keyboarding:</b><br><b>(Practical) (±1 week / 2 hours)</b> <ul style="list-style-type: none"> <li>Type revision, remedial and drill activities</li> <li>Type speed building exercises</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                    |
| <b>Digital Citizenship</b><br><b>(Theory) (±1 week / 2 hours)</b> <ul style="list-style-type: none"> <li>Understand cybercrime and the protection and legal consequences related to: <ul style="list-style-type: none"> <li>Protection from Harassment Act <ul style="list-style-type: none"> <li>What is the Act about?</li> <li>Examples contained in the Act</li> <li>One legal consequence of not complying</li> </ul> </li> <li>Protection of Personal Information Act (POPIA) <ul style="list-style-type: none"> <li>What is the Act about?</li> <li>Examples of personal information contained in the Act</li> <li>One legal consequence of not complying</li> </ul> </li> <li>The Act on the regulation of interception of communication and provision of communication-related information (RICA) <ul style="list-style-type: none"> <li>What is the Act about?</li> </ul> </li> <li>The Electronic Communications and Transactions Act (Cybercrimes Bill): <ul style="list-style-type: none"> <li>What is the Act about?</li> <li>Examples contained in the Act</li> <li>One legal consequence of not complying</li> </ul> </li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li></li> </ul> |
| <b>Word Processing: Table of Contents</b><br><b>(Practical) (± 1 week / 2 hours)</b> <ul style="list-style-type: none"> <li>Insert an automatic table of contents using headings created with styles from the style gallery</li> <li>Type document or retrieve pre-typed document and apply basic corrections and changes using editing and formatting features: <ul style="list-style-type: none"> <li>Text selection</li> <li>Copy, paste, delete</li> <li>Basic find and replace</li> <li>Insert or delete letters, words or paragraphs</li> <li>Use spelling and grammar feature where necessary</li> <li>Insert and/or delete columns and rows in a table</li> <li>Change cell format: alignment, text direction</li> <li>Change borders and shadings</li> <li>Save with a new name (Save As feature)</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li></li> </ul> |
| <b>Spreadsheets: Basic functions, sorting, error indicators and troubleshooting</b><br><b>(Practical) (± 2 weeks / 4 hours)</b> <ul style="list-style-type: none"> <li>Format and edit by doing the following: <ul style="list-style-type: none"> <li>Set paper size, page margins and page orientation</li> <li>Insert headers and footers</li> <li>Set a print area and print titles (Gridlines, repeat rows/columns)</li> </ul> </li> <li>Consolidate, revise and reinforce content, concepts and spreadsheet skills</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                    |

| Content (Grade 9 / Term 3)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | NOTES                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Computational Thinking</b><br><b>(Theory) (±1 week / 2 hours)</b> <ul style="list-style-type: none"> <li>Revise and consolidate all aspects of computational thinking <ul style="list-style-type: none"> <li>Complete existing algorithms</li> <li>Develop a step-by-step solution (algorithm) to the problem, or a set of rules to solve the problem</li> <li>Solve basic problems using algorithms</li> <li>Troubleshoot existing algorithms</li> <li></li> </ul> </li> </ul>                                   | Integrate computational thinking concepts, practices and perspectives with other topics such as spreadsheets and coding where applicable |
| <b>Coding</b><br><b>(Practical) (± 3 weeks / 6 hours)</b> <ul style="list-style-type: none"> <li>Complete programs using basic conditional and/or iteration</li> <li>Read, trace and explain code</li> <li>Test code</li> <li>Use problem-solving steps to plan a solution to a simple problem</li> <li>Use diagrams to represent the problem, e.g. Input-Processing-Output (IPO) table, flow chart</li> <li>Code a simple, basic program using sequence and basic conditional and/or iteration construct</li> </ul> | Integrate coding with computational thinking concepts, practices and perspectives                                                        |
| <b>Consolidation and Practise – All Topics</b><br><b>(Practical and theory) (±1 week / 2 hours)</b> <ul style="list-style-type: none"> <li>Consolidate content and skills</li> </ul>                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                          |
| <b>Assessment (PoA) (±1 week / 2 hours):</b> <ul style="list-style-type: none"> <li>1 Practical task/s (keyboarding skills, word processing skills, spreadsheet skills and coding skills ) – weighting of 60%</li> <li>1 Theory test (systems technologies, computational thinking, digital citizenship as well as theory question regarding word processing, spreadsheets and coding skills) – weighting of 40%</li> </ul>                                                                                          |                                                                                                                                          |

| Content (Grade 9 / Term 4)                                                                                                                                                                                                                                                                                                                                                          | NOTES |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| <b>Consolidation and Practise – All Topics</b><br><b>(Practical and theory) (±4 weeks / 8 hours)</b> <ul style="list-style-type: none"> <li>Consolidate content and skills</li> </ul>                                                                                                                                                                                               |       |
| <b>Practical task (Project)</b><br><b>(Practical) (±1 week / 2 hours)</b> <ul style="list-style-type: none"> <li>Complete a practical task that includes word processing, spreadsheets and coding</li> </ul>                                                                                                                                                                        |       |
| <b>Assessment (PoA) (±4 weeks / 8 hours):</b> <ul style="list-style-type: none"> <li>Practical task (Project), Speed and accuracy test (keyboarding) – weighting of 60%</li> <li>Theory examination (systems technologies, computational thinking, digital citizenship as well as theory question regarding word processing, spreadsheets and coding) – weighting of 40%</li> </ul> |       |