

## Information Technology

### **INFORMATION TECHNOLOGY GRADE 9 Outline April - June 2020**

<b>Week</b>	<b>Dates</b>	<b>Topic</b>	<b>Content</b>	<b>Exercise / Assignment</b>
Week1	April 22 - 24	Software and User Interface	<p>Revision of Software and User Interface:</p> <p>Operating System Software</p> <p>Explain the Functions of an Operating System Software</p> <p>State the types of Operating System Software</p> <p>Define basic terms and concepts: booting; software control; hardware control etc.</p> <p>User Interface</p> <p>Application Software</p> <p>Define Application Software</p> <p>State the classifications of Application Software: general-purpose, customised, custom written, specialised and integrated software package</p> <p>Give examples of each mentioned above.</p> <p>User Interface</p> <ol style="list-style-type: none"><li>1. Define User Interface.</li><li>2. State the types of user Interface.</li></ol>	In class activity

Week 2	April 27 -May 1	Excel Formulae and Functions and Formatting	<p>Review creating formulae and Functions and Formatting.</p> <p>Formulae - Addition, subtraction, multiplication, division, average</p> <p>Functions - sum, imsub, product, difference between quotient, mod an imdiv, max, min, difference between count and counta, difference between using date and now</p> <p>Formatting figures into currency,using decimal places, percentages etc</p> <p><b>Depending on how well the review goes, the 'if' function can be taught.</b></p>	In class activity
Week 3	May 4 - 8	Software and User Interface	<ol style="list-style-type: none"> <li>1. Types of Software</li> <li>2. Types of User Interface.</li> </ol>	<b>Test on Software and User Interface</b>

Week 4	May 11 - 15	Excel	<p>Absolute and Relative Cell Addressing.</p> <p>Cell references are an important part of creating formulae in Excel. Using cell references allow your formulae to update automatically if the value in a particular cell changes and can assist you in updating formulae as cell are copied or moved.</p> <p>There are two (2) types. Relative and Absolute.</p>	<b>Graded Activity</b>
Week 5	May 18 - 21 (Monday-Thursday) (Friday, 22nd May) Professional Day-Academic Staff (No Classes)	Excel	Formulae, functions and Cell Referencing	<b>Test on Formulae, Functions, Formatting and Cell Referencing</b>

Week 6	May 26 (Tuesday after Labour Day) - 29	Computer Fundamentals and Information Processing (CFIP)	<p>Explain the concept of Information Technology</p> <p>Distinguish among the major types of computer systems in terms of processing speed, storage and portability.</p>	<p>Definition and scope of Information Technology.</p> <p>Major types of Computer Systems:</p> <p>(a) Super Computers (for example, Cray).</p> <p>(b) Mainframes (for example, IBM zEnterprise System).</p> <p>(c) Desktop systems.</p> <p>(d) Mobile devices (for example, laptops, notebooks, netbooks, smartphones, tablets and game consoles).</p> <p>(e) Embedded devices (for example, special-purpose systems such as controllers in microwaves, car ignition systems, answering machines).</p>
Week 7	June 1 - 5	Excel Charts  Sorting	<p>Creating Charts</p> <p>Define the term chart</p> <p>Create pie, bar and column</p> <p>Pay attention to title, legend, axis</p> <p>Sorting or reorganising data</p> <p>Types of sorting-by worksheet or cell range</p> <p>Custom sorting</p>	<p>Chart activity</p> <p>Sorting activity</p>

Week 8	June 8 - 12	Deadline for all assignments to be returned to students
Week 9	June 15 - 26	<b>E N D   O F   Y E A R   E X A M S</b>