

Information Technology
Grade 8 Term One Plan Sept-Dec 2023

Date	Topic	Content	Assessment
Sept 4-8	Orientation Week	Class Introduction	Homework: Research rules governing the use of a computer/computer Lab.
Sept 11-15	Theory: Computer lab rules and Health and safety (Week 1)	Rules governing the use of Computer / Computer Lab. <ul style="list-style-type: none"> ● Why rules are important ● Benefits of having rules for the computer lab ● Personal safety rules ● Rules for using the computers in the lab ● Rules for handling peripherals/storage devices ● Rules for using the internet on the schools devices ● Implications of not adhering to lab rules ● Our individual responsibility Reference: Interact with Information Technology	Summary of Class Question and answer, textbook may be used (<i>Interact with Information Technology Bk. 1 Pg. 37 pg. 21</i>) Activity Homework <ol style="list-style-type: none"> 1. Define the term ergonomics. 2. With the use of a scenario try to identify what is the benefit of ergonomics to our health in the workplace, specifically in the IT field. 3. Identify at least 2 health issues that occur as a result of poorly designed workstations or repetitive activities
Sept 18-22	Practical: Overview of the keyboard Overview of mouse	THE QWERTY KEYBOARD Purpose of both devices How to properly use and care for both devices Manipulating the Qwerty Keyboard <ul style="list-style-type: none"> ● Special Keys ● Navigation Keys ● Alphanumeric Keys ● Function Keys ● Numeric Keys ● Shortcut keys Manipulating The Mouse_ <ul style="list-style-type: none"> ● The mouse / track pad (Pointing Device) ● Types of Mouse ● Left mouse button ● Right Mouse button ● Scroll button Content to be sourced from additional resources.	Online keyboard and Mouse game Students will be given a link to an online game which will test their keyboard and mouse skills. They are to play the game and try to obtain the highest score possible. Homework Research: State the name and nationality of the inventor of the keyboard and mouse.

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Sept 25-29	Theory: Computer lab rules and Health and safety (Week 2)	Demonstrate health and safety practices while operating the computer system. <ul style="list-style-type: none"> • What is Ergonomics • What are some of the health issues that occur as a result of poorly designed workstations or repetitive activities? Carpal tunnel syndrome Repetitive Strain Injury Computer Vision Syndrome Lower Back pain <ul style="list-style-type: none"> • How do we prevent health hazards in the workplace • Why should we ensure that our working environment is designed with proper ergonomic resources? 	Summary of Class Class Work from Textbook (<i>Interact with Information Technology Bk. 1 Pg. 40-46 pg. 26-28</i>) (Any selection from the set of activities can be used) activity...mcq Graded Group Project: Exploring Physical Health Issues Resulting from Ergonomics Each group will be assigned a specific physical health issue caused by ergonomics, and their task is to research and create an engaging and innovative method for presenting this information to the class.
Oct 2-6	Theory : Computer Fundamentals	What is a computer? Advantages /Disadvantages of using Computers What is the difference between hardware and software? Stages of processing Why do we use a computer? Key terms to note: Computer, Desktop, Computer system, Data, Information, , Hardware, software, Input, output, processing, Peripherals, CPU, system unit	Summary of lesson Activity From Textbook (<i>Interact with Information Technology Bk. 1 Pg. 37 Pg.8-10</i>) Word Puzzle and / Matching A list of platforms that can be utilized for the creation of activities for this topic are: Kahoot, Factile, Quizzes and Socrative for questioning.
Oct 9 -11	WEEK OF PRESENTATION		
MID-TERM BREAK Oct 12-16			
Oct 17-20	Theory : Cont'd Computer Fundamentals Revision Week	What is a computer? Advantages /Disadvantages of using Computers What is the difference between hardware and software? Stages of processing Why do we use a computer? Key terms to note: Computer, Desktop, Computer system, Data, Information, , Hardware, software, Input,	Cont'd Presentation

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		output, processing, Peripherals, CPU, system unit	
Oct 23-27	1st, 6th Week Test	Test Topics: <ul style="list-style-type: none"> ● Health and Safety ● Ergonomics ● Parts of the Computer ● Qwerty Keyboard 	
Oct 30 – Nov 3	Theory: Computer Fundamental	Components of a Computer System <ul style="list-style-type: none"> ● Components of a computer system (Input devices, output devices, Memory, Processing, Storage) ● Outline the function of each component ● The relation among Input, Output, Processing and Storage 	Graded Activity Design and construct a creative model representing a keyboard and a mouse accurately labelled. Homework: in your own words give a brief description of how each component contributes to the overall functioning of a computer system. <ul style="list-style-type: none"> ● Input devices ● Output devices ● Memory ● Processing unit (CPU) ● Storage devices
Nov 6-10	Theory: Operating your PC/Working with Windows (Part 1)	<ul style="list-style-type: none"> ● Booting the PC ● Identifying different aspects of the Windows desktop and of individual windows ● Identifying the key operating systems in use ● Perform File Management operations 	Summary of lesson
Nov 13-17	Practical: Operating your PC/Working with Windows (Part 2)	Navigating Windows desktop Identifying common features of different windows File management operations Creating files folder on the desktop	Summary and Class Activity, <i>Interact with Information Technology Bk. 1 Pg. 37</i> keyboard models due
Nov 20-24	Practical Introduction to Microsoft Word (Part 1)	<ul style="list-style-type: none"> ● Defining the terms word processor and word processing ● Identify and list the elements of a word processor (label) ● Creating, saving, and retrieving documents ● Formatting features <ul style="list-style-type: none"> - Bold - Italics 	In class Graded Activity: Students will receive a document that requires formatting using various formatting elements taught in class, such as bolding, italicizing, inserting images, altering font sizes, changing text colours, and more.

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		<ul style="list-style-type: none"> - Underline - Alignment (centred) - Font style and size • Insert images 	
Nov 27 –Dec 2	Revision Week	Revision for the test can be in the form of a quiz utilizing the online (Quizlet, Socrative, Google forms, Kahoot etc.) or offline (Paper based) modality.	
Dec 4-8	6th Week Test	Test Topics: <ul style="list-style-type: none"> • They Keyboard and mouse • Working with windows • Introduction to Microsoft Word • Component of the computer 	
Dec 11-18	Final Week	Review of Exam	
END OF CHRISMAS TERM ONE			