Form 1 ICT Course Outline (ver. Sept 2025)

TERM 1

Week	Topic	Objectives
1	What is ICT?	Define ICT, IT, Computer Science (with examples)
2	Online Privacy & Digital Footprint	Online Safety “3 things I should never post online”
3	Netiquette	Demonstrate “Digital Manners” using WhatsApp. Email composition on mobile devices
4	Cyberbullying	Definition. List Consequences (MOE and Law). List Positive behaviours
5	General Technology Use & Impact on Health	Screen time. List 5 signs of overuse and 3 healthy habits. List ergonomics and posture rules
6	Coursework checkpoint	Complete coursework activities to date
7	Green Computing	Describe best practices for technology waste management
8	Introduction to AI	Classify use cases for AI as positive or negative. What is plagiarism?
9	Technology as a revision aid	Create an End-Of-Term, technology assisted study plan based on a Modified Pomodoro Technique
10	Coursework checkpoint	All coursework completed. Final revision guide
11	EOT1 Grades review	

Term 2

Week	Topic	Objectives
1	The Internet vs WWW	Define: browser, search engine, hyperlink
2	Evaluating Online Info	Spot real vs fake news; scenario worksheet
3	Internet researching	Write 3 trusted websites and how to tell they are safe Citations. AI assisted searches
4	Coursework checkpoint	Complete coursework activities to date
5	What is a computer?	Define a computer in terms of 4 functions

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6	Input, Output, Processing and Storage	Classification of devices and systems
7	Types of computers	Identify different types of computers by different criteria: e.g. size, real world use
8	Coursework checkpoint	Complete coursework activities to date
9	Computer Specifications	Demonstrate the skill to research and purchase a computer based on criteria: e.g budget, fitness for purpose, scalability
10	Technology as a revision aid	Adjust the End-Of-Term, technology assisted study plan for Term 2. Modified Pomodoro Technique
11	Coursework checkpoint	Complete coursework activities to date
12	EOT2 Grades review	

TERM 3

Week	Topic	Objectives
1	Software	Distinguish between System Software and Application Software
2	Word Processing	Word Processing Theory 1. Characteristics of word processing software 2. WP software for office productivity
3	Word Processing	Word Processing Practical Open a document Insert / Format text Save and Close a document
4	Word Processing	Word Processing Practical Select blocks of text. Manipulate text Apply appropriate formatting (text, line, page)

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Week	Topic	Objectives
5	Word Processing	Word Processing Practical Insert and manipulate images Insert Header, Footer, page number
6	Word Processing	Word Processing Practical Insert and format tables Spelling and grammar check
7	Coursework checkpoint	Complete coursework activities to date
8	Technology as a revision aid	Adjust the End-Of-Term, technology assisted study plan for End-Of-Year review
9	End of Year Review	All Topics
10	End of Year Review	All Topics