



SEKOLAH DAARUL QUR'AN INTERNASIONAL
 INFORMATION TECHNOLOGY
 YEARLY PLAN 2008-2009

PRIMARY 1

SEMESTER 1	SEMESTER 2
<p>Computer Basics</p> <p>Introduction to computer</p> <ul style="list-style-type: none"> Ø parts of computer Ø Input- process- output operation Ø storage media <p>Starting with text (Ms. Word)</p> <ol style="list-style-type: none"> 1. Enter simple words using keyboard 2. Select and edit text 3. Select basic icons 4. Name, save, and retrieve document 5. Use appropriate methods to check text is error free 	<p>Starting Images (Ms. Paint, Kid Pix Studio, & Drawing for Children)</p> <p>http://people.cs.uu.ni/markov/kids/draw-html.</p> <ol style="list-style-type: none"> 1. Use simple shapes and lines to create picture or patterns 2. Edit pictures using visual effects 3. Add details to an existing picture using straight lines or geometric shapes 4. Copy or delete character or object 5. Use "save as" to store edited pictures



SEKOLAH DAARUL QUR'AN INTERNASIONAL
 INFORMATION TECHNOLOGY
 YEARLY PLAN 2008-2009

SECONDARY 1

SEMESTER 1	SEMESTER 2
<p>Computer Basics (Ms. Word & Ms. Power Point)</p> <p>Introduction to computers</p> <ul style="list-style-type: none"> ∅ parts of computer ∅ input-process- output operations ∅ storage media ∅ types of computer ∅ basic computer terminology <p>Word Processing (Ms. Word)</p> <ol style="list-style-type: none"> 1. creating and editing a document <ul style="list-style-type: none"> ∅ text input, type over, insertion and deletion ∅ undo and redo ∅ manipulating blocks of text ∅ using spelling checker 2. Formatting a document <ul style="list-style-type: none"> ∅ character formatting 	<p>Computer Graphics (Corel Draw)</p> <p>Vector graphics</p> <ul style="list-style-type: none"> ∅ creating graphics ∅ editing graphics ∅ use of colors and fonts ∅ use of clip art or pre designed graphics <p>Multimedia presentation (Ms. Power Point)</p> <ol style="list-style-type: none"> 1. Multimedia basics <p>Elements in a multimedia presentation: text, graphics, animation, sound and video</p> 2. Creating a multimedia presentation <ul style="list-style-type: none"> ∅ Using pre- designed layout ∅ Using clip art ∅ Animating text and graphics ∅ Transition of screen

<ul style="list-style-type: none"> ∅ paragraph formatting ∅ page formatting 3. printing a document <ul style="list-style-type: none"> Print preview <p>Simple Desktop Publishing (Ms. Publisher & Page maker)</p> <ul style="list-style-type: none"> 1. basic desktop publishing <ul style="list-style-type: none"> Parts of publishing 2. creating a publication using pre-designed layout <ul style="list-style-type: none"> ∅ entering text and importing text files ∅ adding graphics 3. elements of simple layout <ul style="list-style-type: none"> ∅ page orientation: landscape, portrait ∅ column guides and ruler guides ∅ fonts 4. creating simple layout 	<ul style="list-style-type: none"> 3. Flow within the presentation <ul style="list-style-type: none"> Showing previous and next screen <p>Computers in every day life (Internet Explorer)</p> <ul style="list-style-type: none"> 1. computer controlled household appliances and devices 2. computer based learning 3. the internet <ul style="list-style-type: none"> ∅ a global network ∅ using search engines to look for information 4. entertainment and recreation
--	--



SEKOLAH DAARUL QUR'AN INTERNASIONAL
INFORMATION TECHNOLOGY
YEARLY PLAN 2008-2009
SECONDARY 4

SEMESTER 1	SEMESTER 2
Component of a computer system (Ms. Power Point) Input and output devices (Ms. Power Point) Storage devices and media (Ms. Word) Communication (Internet Explorer) Document production (Ms. Word) Data manipulation (Ms. Excel) Integration Output data	Computer networks Data types (Ms. Access) The effects of using IT The ways in which IT is used Systems analysis and design (Ms. Visio) <ol style="list-style-type: none">1. analysis2. design3. implementation4. verification5. documentation6. evaluation Data analysis (Ms. Excel)