



Central School

Home School Package

Year : 11 ICT

HOME SCHOOL PACKAGE CONTENT







Keyboard Skills

Databases

Computer Graphics

Digital Image Processing

LESSON Plan

 Teacher	Name : Rensy Ilaisa Subject : ICT
 Date	June 1, 2020 to June 5, 2020
 	Topic : Keyboaording Skills Lesson number : 1-5
 Learning outcomes	<ul style="list-style-type: none"> ● Place fingers correctly on home keys ● Identify position of several letters correctly on the keyboard ● Use correct placement of fingers on some keys of the keyboard ● Produce a capital letter by pressing the shift key, Caps Lock Key ● Type a given piece of information ● Type a passage of information at a rate of 30 words per minute
 Introduction	A computer keyboard is an input device that allows a person to enter letters, numbers, and other symbols (these are called characters in a keyboard) into a computer Using a keyboard to enter lots of data is called typing. A keyboard contains many mechanical switches or push-buttons called "keys"
 	Different keys/ functions keys/numeric keys



Learners notes

5 PARTS OF A KEYBOARD : There are **five** main **parts** to most desktop keyboards. These **parts** include the alphanumeric keypad, the numeric keypad, the arrow keys, the control keys, and the function keys.

The keys on computer keyboards are often classified as follows:
alphanumeric keys -- letters and numbers.

punctuation keys -- comma, period, semicolon, and so on.

special keys -- function keys, control keys, arrow keys, Caps Lock key, and so on.

Why is it important to have typing skills?

The productivity of a business depends on how things are done faster. To complete your work faster it is **important** to develop **typing skills**. **Typing** helps you to work comfortably on the computer, it aids in communicating with colleagues and customers, creating documents, and finding new information.

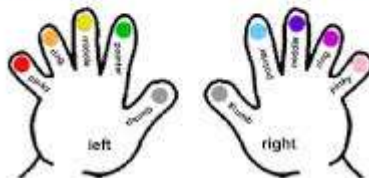
<C:\Users\Rency.Kone\Documents\Year 11 ICT notes\Keyboard notes.pdf>










Visual aids

<https://www.youtube.com/watch?v=qYQRWW-1Yxg>

Keyboard Practice








 <p>Exercises</p>	<p>Typing a passage by using Microsoft Word</p> <p>2 Type in the following passage as fast as you can. (First of all, you should wait for the start sign from your teacher.)</p> <p>Portable Media Player is one of the most popular entertainment devices. Many companies have planned to release their own players to the market sooner or later. A PMP is a hard disk or flash memory based device, which is capable of storing and playing back media of different formats. A common PMP can load and play different formats of video, audio or digital images. The functions of handheld game consoles are now greatly enhanced and they are not restricted for playing games. Nevertheless, portable media players have their downsides. These include their size, cost and battery life. The cost of most players is still high and this will certainly hinder their popularity.</p> <p>Time used for typing the passage: _____ seconds</p> <p style="text-align: right;">    </p>
 <p>Assignment</p>	<ul style="list-style-type: none"> - <u>Make a list of all shortcut keys that can be used in Ms Word.</u> - <u>Explain the use of Function keys F1 to F12</u>
 <p>Assessment</p>	<p>Typing skills Accuracy Speed (how many words/character per seconds)</p>
 <p>References</p>	









WEEKLY CHECKLIST For Parents:

Term: 2 Week number 1 Date: 1 to 5 Month: June

Subject	Number of lessons	Days	Tick when activity is complete	Parents comment	Signature
ICT (Keyboarding Skills)	1	Monday			
ICT (Keyboarding Skills)	2	Tuesday			
ICT (Keyboarding Skills)	3	Wednesday			
ICT (Keyboarding Skills)	4	Thursday			
ICT (Keyboarding Skills)	5	Thursday			

 <p>Teacher</p>	<p>Name : Rensy Ilaisa Subject : ICT</p>
 <p>Date</p>	<p>June 8 – 12, 2020</p>
	<p>Topic : Databases Lesson number : 1- 10</p>
 <p>Learning outcomes</p>	<ul style="list-style-type: none"> • State a type of database structure • Outline three (3) different types of database structures [network, relational, and hierarchical] • State a key advantage of a network database • State a key advantage of a relational database • State a key advantage of a hierarchical database • State a known disadvantage of a network database • State a known disadvantage of a relational database • State a known disadvantage of a hierarchical database • Compare known types of database structures
 <p>Introduction</p>	<p>What do you mean by database? A database (DB), in the most general sense, is an organized collection of data. More specifically, a database is an electronic system that allows data to be easily accessed, manipulated and updated. ... Modern databases are managed using a database management system (DBMS).</p> <p>What is database and example? Database. A database is a data structure that stores organized information. ... For example, a company database may include tables for products, employees, and financial records. Each of these tables would have different fields that are relevant to the information stored in the table.</p>

	Types of databases, advantages and disadvantages of databases.
 Learners notes	<p>What is advantage and disadvantage of database?</p> <p>This entry was posted in ADVANTAGES AND DISADVANTAGES OF DATABASE SYSTEMS, Better service to the users, Controlling Data Redundancy, Damage to database affects virtually all applications programs, Data Base Management System, Data Model must be developed, Database Complexity, Elimination of Inconsistency, Extensive ..</p> <ul style="list-style-type: none"> • The summary notes on databases is on your flash drive on Databases folder. Read through the Access Learning concepts file (pdf) and course_Book_ Access notes. • Or you can also access the notes on the homepackage boocklet.
 Visual aids	<p>C:\Users\Rency.Kone\Desktop\nOTES\Databases\Beginners MS Access Database Tutorial 1 - Introduction and Creating Database (1).mp4</p> <p>Check the videos on flash drive.</p>
 Exercises	<p><u>Demo activities and exercises is on your flash drive.</u></p> <p><u>Attempt Access Demo 1-9 and access exercise 1 to 4.</u></p> <p>-</p>
 Assignment	<p><u>Access Tutorial is on the folder Databases.</u></p>
 Assessment	<p>I will assess exercise 1 to 4. Please attempt these exercises.</p>



References

Term: 2 Week number 2 Date 8 to 12 Month: June

Subject	Number of lessons	Days	Tick when activity is complete	Parents comment	Signature
ICT Database Demo 1	1	Monday			
ICT Database Demo 2	2	Tuesday			
ICT Database Demo 3	3	Wednesday			
ICT Database Demo 4	4	Thursday			
ICT Database Demo 5	5	Thursday			

Term: 2 Week number 3 Date 15 to 22 Month: June





Subject	Number of lessons	Days	Tick when activity is complete	Parents comment	Signature
ICT – Database Demo 6	1	Monday			
ICT – Database Demo 7	2	Tuesday			
ICT – Database Demo 8	3	Wednesday			
ICT – Database Demo 9	4	Thursday			
ICT – Database Review Demonstration activities	5	Thursday			





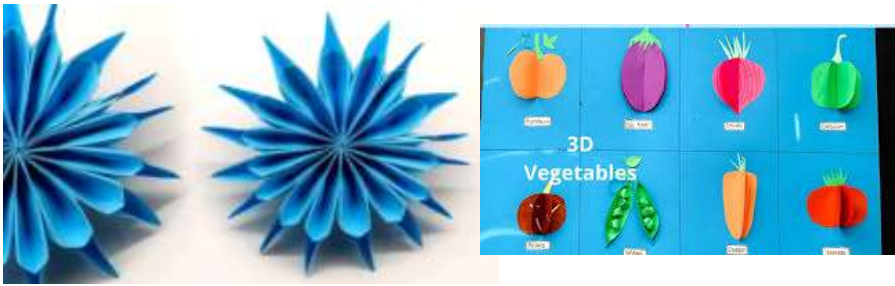
Term: 2 Week number 4 Date 22 to 26 Month: June

Subject	Number of lessons	Days	Tick when activity is complete	Parents comment	Signature
ICT - Database Exercise 1	1	Monday			
ICT - Database Exercise 2	2	Tuesday			

ICT - Database Exercise 3	3	Wednesday			
ICT - Database Exercise 4	4	Thursday			
ICT - Database Review exercise 1-4	5	Thursday			

Lesson Plan

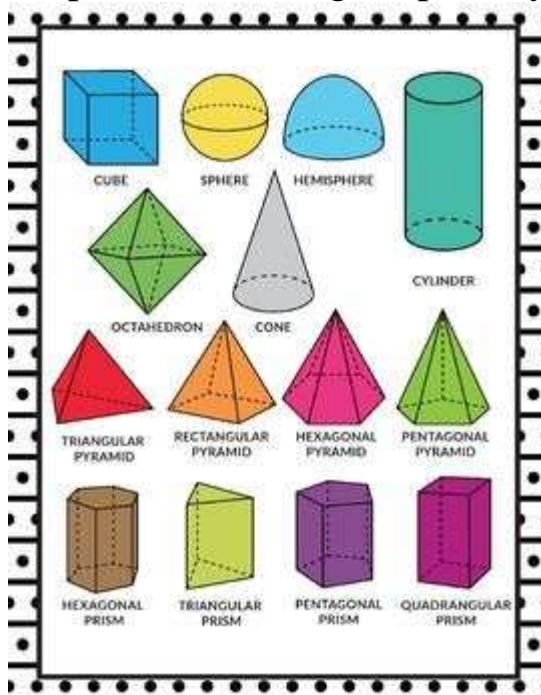
 Teacher	Name : Rensy Ilaisa Subject : ICT
 Date	June 29- July 3
	Topic : Computer Graphics Lesson number : 1- 10
 Learning outcomes	<ul style="list-style-type: none"> ● State a key fundamental of 3D graphics ● Outline key fundamentals of 3D graphics ● Create a part of a draft sketch of a 3D graphic on paper ● Identify an appropriate design application for creating 3D graphics ● Produce a part of a basic design of a 3D graphic using a graphic design application ● Manipulate a part of a 3D image using an appropriate graphic design tool

 <p>Introduction</p>	<p>3D graphic designers are digital artists who create visual images to communicate messages to target audiences. These images may be in the form of illustrations, animation, photographs or text.</p> <p>Not only does 3D modeling help the designers and end users visualize space requirements, but also improves drawing efficiency and accuracy. 3D modeling for design allows the designer to see what they would not see when designing in 2D</p>
	<p>3D graphic design.</p>
 <p>Learners notes</p>	<p>Why do we need a 3d model?</p> <p>A 3D design can easily show dimensions in 3D space of objects and their relationships. This will help your customer to visualize space, movement, access, and so on. 3D models can be used to create 2D drawings directly. This means that the cost of changes to the design are much less.</p> <p>Check your notes on Graphics folder in your flash drive or click on the link below.</p> <p>C:\Users\Rency.Kone\Documents\Year 11 ICT notes\Graphics.pdf</p>
 <p>Visual aids</p>	<p>https://www.youtube.com/watch?v=LUXbgN23ncc</p> <p>https://www.youtube.com/watch?v=NsBg-m2hrIM</p> 



Exercises

Graph the following shapes in your computer.



Assignment

Choose any 3D design plan and produce a 3Dimage using the required design tools to meet the design plan.



Assessment

This assignment is going to be assessed. 5% towards Mid-year report.



References

<https://www.rundesroom.com/2019/07/back-to-school-graphing-activity.html>






Term: 2 Week number 5 Date 29 to July 3 Month: June - July





Subject	Number of lessons	Days	Tick when activity is complete	Parents comment	Signature
ICT – 3D Graphics	1	Monday			
ICT - 3D Graphics	2	Tuesday			
ICT - 3D Graphics	3	Wednesday			
ICT - 3D Graphics	4	Thursday			
ICT - 3D Graphics	5	Thursday			





Term: 2 Week number 6 Date 6 to 10 Month: July

Subject	Number of lessons	Days	Tick when activity is complete	Parents comment	Signature
ICT - 3D Graphics	1	Monday			
ICT - 3D Graphics	2	Tuesday			
ICT - 3D Graphics	3	Wednesday			
ICT - 3D Graphics	4	Thursday			
ICT - 3D Graphics	5	Thursday			

Lesson Plan

 <p>Teacher</p>	<p>Name : Rensy Ilaisa Subject : ICT</p>
 <p>Date</p>	<p>13 July to 24 July</p>
	<p>Topic : Digital Image processing Lesson number : 1- 10</p>
 <p>Learning outcomes</p>	<ul style="list-style-type: none"> ● Identify a file type compatible with a specific imaging application ● List different file types that are compatible with specific imaging application ● Modify an image property using an imaging application tool ● Modify image properties using imaging tools according to required specifics ● Produce a part of a collage image using a collage maker ● Produce part of a panorama image using appropriate imaging tool ● Save a processed image ● Save multiple processed images ● Export a processed image to another application ● Print a processed image
 <p>Introduction</p>	<p>How to Import Photos with Windows 10</p> <ol style="list-style-type: none"> 1. Plug the phone or camera's cable into your computer. 2. Turn on your phone or camera (if it's not already turned on) and wait for File Explorer to recognize it. 3. Right-click your camera or phone, choose Import Pictures and Videos from the pop-up menu, and choose how to import your photos. 4. Select the Import All New Items Now option, type a short description into the Add Tags box, and click Next. <p>How do you change the properties of a picture?</p> <p>To change the properties of an image, perform these tasks: Place your mouse cursor anywhere on the image. Right-click, and select Image Properties from the menu. Specify or edit each image property as required: Image Info tab: URL: This is the URL of the image on the content server. Click OK to</p>

	close the dialog.
	How to process an image in any application software.
 Learners notes	<p>How to create image collage?</p> <p>How to Make a Photoshop Collage in 9 Simple Steps</p> <ol style="list-style-type: none"> 1. Open the selected images in Photoshop. 2. Create a new file. 3. Add your images one at a time. 4. Create your layout. 5. Add image spacing. 6. Merge all layers. 7. Crop the final image. 8. Resize for online usage. 9. Add a watermark if desired. <p>How to Put Two Pictures Together</p> <ol style="list-style-type: none"> 1. Open a new Photoshop canvas. 2. Open the images. 3. Copy and paste the first picture in your blank canvas. 4. Move the image into position. 5. Move the image to one side to create a basic collage. 6. Follow Steps 2-4 with your second picture. 7. Add some finishing touches.
 Visual aids	

 Exercises	<ul style="list-style-type: none"> • Create a similar collage of images like example shown above on visual aid.
 Assignment	<ul style="list-style-type: none"> • Produce a part of a collage image using a collage maker • Produce part of a panorama image using appropriate imaging tool • Save a processed image • Save multiple processed images in your flash drive and bring to class or email it to me through my email address rnck2007@gmail.com
 Assessment	<p>Final product of the assignment will be assessed. A total of 10% will go towards the mid-year report.</p>
 References	<p>https://docs.oracle.com/cd/E10316_01/SiteStudio/10gr4/WebHelp-Contributor/c05_images005.htm</p>

Term: 2 Week number 7 Date 13 to 17 Month: July

Subject	Number of lessons	Days	Tick when activity is complete	Parents comment	Signature
ICT – Digital Image processing	1	Monday			
ICT – Digital Image processing	2	Tuesday			
ICT – Digital Image processing	3	Wednesday			
ICT – Digital Image processing	4	Thursday			
ICT – Digital Image processing	5	Thursday			

Term: 2 Week number 8 Date 20 to 24 Month: July

Subject	Number of lessons	Days	Tick when activity is complete	Parents comment	Signature
ICT – Digital Image processing	1	Monday			
ICT – Digital Image processing	2	Tuesday			
ICT – Digital Image processing	3	Wednesday			
ICT – Digital Image processing	4	Thursday			
ICT – Digital Image processing	5	Thursday			