

Cambridge IGCSE Information and Communication Technology (9-1) 0983 Syllabus Breakdown & Weekly Lesson Plan

Important Note: The 0983 syllabus is **identical in content** to 0417, with the only difference being the 9-1 grading scale instead of A*-G.

Assessment Structure

Paper 1 – Theory :

- Duration: 1 hour 30 minutes
- Marks: 80
- Weighting: **40%**
- Format: Multiple-choice, short-answer, and structured questions
- Focus: AO1 (Knowledge & Understanding) and AO3 (Analysis & Evaluation)

Paper 2 – Document Production, Databases and Presentations:

- Duration: 2 hours 15 minutes
- Marks: 70
- Weighting: **30%**
- Format: Practical test using electronic files, screenshots, and printouts
- Focus: AO2 (Application & Skills)

Paper 3 – Spreadsheets and Website Authoring:

- Duration: 2 hours 15 minutes
- Marks: 70
- Weighting: **30%**
- Format: Practical test using electronic files, screenshots, and printouts
- Focus: AO2 (Application & Skills)

Assessment Objectives:

- **AO1 Knowledge & Understanding:** 32% overall (80% of Paper 1)
 - **AO2 Application & Skills:** 60% overall (100% of Papers 2 & 3)
 - **AO3 Analysis & Evaluation:** 8% overall (20% of Paper 1)
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Topic Weightings & Time Allocation

| Topic Area | Sections | Weighting | Weeks Allocated |
|---------------------------------------|----------|-----------|-----------------|
| Computer Systems & Hardware | 1-3 | 15-20% | 2.5 weeks |
| Networks, Effects & Applications | 4-6 | 15-20% | 2.5 weeks |
| Systems Life Cycle, Safety & Audience | 7-9 | 10-12% | 1.5 weeks |
| Document Production Skills | 12-17 | 20-25% | 3.5 weeks |
| Data Manipulation & Presentations | 18-19 | 15-18% | 2.5 weeks |
| Data Analysis & Spreadsheets | 20 | 10-12% | 1.5 weeks |
| Website Authoring | 21 | 10-12% | 1.5 weeks |
| Revision & Mock Exams | - | - | 2 weeks |

Detailed 16-Week Lesson Plan

WEEK 1-2: COMPUTER SYSTEMS & HARDWARE (15-20% weight)

Week 1: Types and Components of Computer Systems (Section 1)

- Day 1: Hardware vs software, system vs application software, internal components (CPU, RAM, ROM, motherboard)
- Day 2: External hardware devices (input/output/storage), operating systems (CLI, GUI, gesture-based)
- Day 3: Types of computers (desktop, laptop, tablet, server), emerging technologies (AI, extended reality)
- Day 4: Past paper practice: Component identification and comparison (Paper 1)
- Day 5: **Practical:** Identify components in a computer system diagram
- Day 6: Past paper review: Hardware function errors

Week 2: Input/Output Devices & Storage Media (Sections 2-3)

- Day 1: Input devices characteristics (keyboard, mouse, scanner, sensors) and suitability for tasks
- Day 2: Output devices (monitor, printer, speakers) - resolution, speed, quality factors
- Day 3: Storage devices and media - magnetic, optical, solid-state, cloud storage comparisons

- Day 4: Past paper practice: Device selection for specific scenarios (Paper 1)
 - Day 5: **Practical:** Evaluate storage media for given business needs
 - Day 6: Past paper review: Device suitability justification
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WEEK 3-4: NETWORKS & ICT APPLICATIONS (15-20% weight)

Week 3: Networks and the Effects of Using Them (Section 4)

- Day 1: Network types (LAN, WAN, WLAN), topologies (star, ring, bus, mesh), advantages/disadvantages
- Day 2: Network hardware (router, switch, NIC), protocols (TCP/IP, HTTP, FTP), internet vs intranet vs extranet
- Day 3: Data security - passwords, authentication, anti-malware, encryption, SSL
- Day 4: Past paper practice: Network design and security questions (Paper 1)
- Day 5: **Practical:** Design a network topology for a school/small business
- Day 6: Past paper review: Network security solution evaluation

Week 4: Effects of Using IT & ICT Applications (Sections 5-6)

- Day 1: Social, economic, environmental effects (automation, teleworking, e-commerce, digital divide)
 - Day 2: Health & safety issues (RSI, eye strain, ergonomics), environmental concerns (e-waste, recycling)
 - Day 3: ICT applications - education, healthcare, business, government, entertainment, expert systems
 - Day 4: Past paper practice: ICT impact evaluation questions (Paper 1)
 - Day 5: **Practical:** Research case studies on ICT in healthcare/banking
 - Day 6: Past paper review: Balanced argument structure (advantages vs disadvantages)
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WEEK 5-6: SYSTEMS LIFE CYCLE, SAFETY & AUDIENCE (10-12% weight)

Week 5: The Systems Life Cycle (Section 7)

- Day 1: Analysis - identifying problem, data collection, inputs/outputs, user requirements

- Day 2: Design - screen designs, validation rules, file structures, hardware/software selection
- Day 3: Development, testing (alpha/beta), implementation strategies (direct, parallel, phased, pilot)
- Day 4: Past paper practice: Systems life cycle scenario questions (Paper 1)
- Day 5: **Practical**: Complete a mini project following the full systems life cycle
- Day 6: Past paper review: Implementation strategy selection

Week 6: Safety, Security & Audience (Sections 8-9)

- Day 1: Safety - physical (cables, overheating), electrical, health (RSI, eye strain), eSafety
- Day 2: Security threats (phishing, viruses, hacking), protection (firewalls, biometrics, SSL)
- Day 3: Audience analysis - identifying target audience, suitable ICT solutions, copyright issues
- Day 4: Past paper practice: Security threat identification and prevention strategies
- Day 5: **Practical**: Create a security policy document for an organization
- Day 6: Past paper review: Audience suitability justification and copyright considerations

WEEK 7: COMMUNICATION & FILE MANAGEMENT (5-8% weight)

Week 7: Communication Methods & File Management (Sections 10-11)

- Day 1: Communication methods - email, instant messaging, video conferencing, blogs, social media, suitability analysis
 - Day 2: Digital communication netiquette, spam, online protocols, search evaluation
 - Day 3: File management - folder structures, naming conventions, version control, backup strategies, cloud storage
 - Day 4: Past paper practice: Communication method selection and file management scenarios (Paper 1)
 - Day 5: **Practical**: Organize project files with proper naming conventions
 - Day 6: Past paper review: Backup strategy evaluation
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WEEK 8-10: DOCUMENT PRODUCTION SKILLS (20-25% weight)

Week 8: Images, Layout & Styles (Sections 12-14)

- Day 1: Images - formats (JPEG, PNG, GIF, SVG), resolution, compression, copyright, editing techniques
- Day 2: Layout - page orientation, margins, columns, white space, alignment, consistency principles
- Day 3: Styles - fonts (serif/sans-serif), sizes, colors, bold/italic/underline, headings, style sheets
- Day 4: Past paper practice: Design principles and image selection (Paper 1)
- Day 5: **Practical**: Create a newsletter with appropriate layout and styles
- Day 6: Past paper review: Design consistency errors

Week 9: Proofing & Graphs/Charts (Sections 15-16)

- Day 1: Proofing - spell check, grammar check, consistency, accuracy, readability improvements
- Day 2: Graphs and charts - selecting appropriate types, labels, titles, legends, axes, data sources
- Day 3: Document production skills integration and advanced features
- Day 4: Past paper practice: Graph selection and proofreading exercises
- Day 5: **Practical**: Create report with integrated charts and proofing
- Day 6: Past paper review: Graph interpretation mistakes

Week 10: Document Production Mastery (Section 17)

- Day 1: **Paper 2 Practical Test**: Document production using word processing software
- Day 2: Mail merge, tables of contents, indexes, references, headers/footers, page numbering
- Day 3: Advanced formatting - sections, columns, watermarks, footnotes/endnotes
- Day 4: Past paper practice: Full Paper 2 document production tasks
- Day 5: **Practical**: Complex document with mail merge and table of contents
- Day 6: Past paper review: Mail merge field errors and section breaks

WEEK 11-12: DATA MANIPULATION (15-18% weight)

Week 11: Database Concepts & Structure (Section 18)

- Day 1: Database structure - tables, records, fields, data types, primary keys, relationships
- Day 2: Data entry, validation rules (range, format, presence checks), verification methods
- Day 3: Queries - creating, sorting, filtering, AND/OR criteria, calculated fields
- Day 4: Past paper practice: Database design and validation questions (Paper 1)
- Day 5: **Practical:** Design and create a relational database with queries
- Day 6: Past paper review: Validation rule design errors

Week 12: Data Manipulation & Reports (Section 18 continued)

- Day 1: Forms - creating, modifying, data entry forms, user interface design
- Day 2: Reports - generating, formatting, grouping, summarizing, sorting
- Day 3: Data export/import, backup strategies, data security considerations
- Day 4: Past paper practice: Form and report design scenarios
- Day 5: **Practical:** Create forms and reports for a business scenario
- Day 6: Past paper review: Report grouping and summarizing mistakes

WEEK 13-14: PRESENTATIONS & DATA ANALYSIS (15-18% weight)

Week 13: Presentations (Section 19)

- Day 1: Presentation software features - slides, layouts, master slides, themes, templates
- Day 2: Visual elements - images, charts, SmartArt, animations, transitions, hyperlinks, multimedia
- Day 3: Audience considerations, timing, speaker notes, handouts, design consistency
- Day 4: Past paper practice: Presentation design and audience analysis (Paper 2)
- Day 5: **Practical:** Create professional presentation with animations and hyperlinks
- Day 6: Past paper review: Presentation design overuse errors and timing issues

Week 14: Data Analysis & Spreadsheets (Section 20)

- Day 1: **Paper 3 Practical Test:** Spreadsheet features - formatting, formulas, functions (SUM, IF, VLOOKUP)
 - Day 2: Absolute/relative cell referencing, conditional formatting, data validation, what-if analysis
 - Day 3: Charts and graphs from spreadsheet data, pivot tables, data modeling
 - Day 4: Past paper practice: Full Paper 3 data analysis tasks
 - Day 5: **Practical:** Complex spreadsheet with advanced functions and pivot tables
 - Day 6: Past paper review: Absolute vs relative reference errors and chart selection
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WEEK 15: WEBSITE AUTHORIZING (10-12% weight)

Week 15: Website Authoring (Section 21)

- Day 1: HTML basics - structure, tags (headings, paragraphs, links, images), CSS styling
 - Day 2: Website planning - purpose, audience, structure, navigation, accessibility considerations
 - Day 3: Tables, forms, multimedia integration, responsive design principles
 - Day 4: Testing and evaluation - functionality, usability, browser compatibility, validation
 - Day 5: **Practical:** Create a multi-page website with CSS styling and navigation
 - Day 6: Past paper practice: Website evaluation criteria and improvement suggestions
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WEEK 16: REVISION & MOCK EXAMS

Week 16: Intensive Past Paper Practice & Final Preparation

- Day 1: **Full Paper 1 mock** (Theory, 1h 30m) + detailed marking and review
- Day 2: **Full Paper 2 mock** (Document Production/Databases/Presentations, 2h 15m) + skills review
- Day 3: **Full Paper 3 mock** (Spreadsheets/Website Authoring, 2h 15m) + skills review
- Day 4: Error analysis: Identify weak practical areas from mocks
- Day 5: Targeted revision: Challenging theory topics and practical skills
- Day 6: Command words workshop, exam technique, time management strategies

Past Paper Integration Strategy

1. **Topic-wise practice:** After each sub-topic, assign 2-3 past paper theory questions (Paper 1)
2. **Practical skills:** Every week includes hands-on practice matching Paper 2/3 tasks
3. **Progressive difficulty:** Start with basic tasks, move to integrated projects
4. **Timed practice:** Practical papers are long (2h 15m) - build stamina with timed sessions
5. **Cumulative testing:** Every 2 weeks, mixed questions covering all sections taught

Key Resources:

- **Syllabus:** Official 0983 syllabus for 2023-2025
- **Past papers:** Papers 1, 2, 3 from 2019-2024 series (0417 papers are identical)
- **Software:** MS Office (Word, Excel, Access, PowerPoint), web authoring tools (HTML/CSS editors)
- **Practical skills:** Focus on integration - Paper 2 combines document production, databases, and presentations

Exam Tips:

- **Paper 1:** Focus on AO1 (knowledge) and AO3 (evaluation) - memorize key terms and practice evaluation questions
- **Paper 2:** Master document production, database manipulation, and presentations - practice creating evidence (screenshots, printouts)
- **Paper 3:** Excel in spreadsheets (formulas, functions, charts, pivot tables) and website authoring (HTML/CSS coding)
- **Time management:** Papers 2 and 3 are 2h 15m each - practice working at pace to complete all tasks
- **Common pitfalls:** Forgetting to take screenshots as evidence, inconsistent formatting, incorrect absolute/relative references, missing ALT tags on images, poor backup strategies