



سلطنة عمان  
وزارة التربية والتعليم  
المديرية العامة للمدارس الخاصة  
دائرة برامج ومناهج المدارس الخاصة

Newsletter

نشرة توجيهية

Subject:  
ICT

المادة:  
تقنية المعلومات والاتصالات

Educational Programme:

Bilingual

البرنامج التعليمي:

ثنائي اللغة

Grades:  
(1-12)

الصفوف:  
(12-1)

2019/2020

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## الفصل الأول: التوجيهات العامة

### Section 1 : General Guidelines

## التوجيهات العامة

على المدارس الخاصة المطبقة لبرنامج ثنائي اللغة الإلتزام بجميع التعليمات الواردة في الجدول أدناه:

المجال	التعليمات
اختيار وتوفير السلاسل التعليمية	<ul style="list-style-type: none"> <li>○ تلتزم باختيار أحد المصادر التعليمية الأساسية المعتمدة في هذه النشرة التوجيهية، مع ضرورة الإلتزام بخارطة تطبيق السلاسل المعتمدة (انظر الفصل الثاني).</li> <li>○ تلتزم بتوفير جميع المكونات الأساسية للمصادر التعليمية المختارة، بالنسبة لكل طالب ولكل معلم، والموضحة في الفصول القادمة من هذه النشرة التوجيهية قبل وقت كافٍ من بداية العام الدراسي.</li> <li>○ تلتزم بتوفير نسخ أصلية من المصادر التعليمية الأساسية التي تم اختيارها للتطبيق.</li> </ul>
الأهداف	<ul style="list-style-type: none"> <li>○ ضرورة التزام المعلمين بتحقيق أهداف ومخرجات السلاسل التعليمية والكتب الدراسية المعتمدة للفصلين الدراسيين الأول والثاني في كل صف دراسي وفق دليل المعلم للصفوف (1-9)، مع الإلتزام بخطة توزيع المحتوى للصفوف (9-10) حسب السلسلة (انظر خارطة التطبيق - الفصل الثاني) وانظر الفصل الخامس من هذه النشرة.</li> <li>○ ضرورة الإلتزام بالخطة الدراسية للفصلين الدراسيين للصفين (11-12).</li> </ul>
الوسائل التعليمية	<ul style="list-style-type: none"> <li>○ ضرورة توفير مختبر / مختبرات حاسوب مزودة بالحواسيب الكافية (بمعدل لا يقل عن حاسوب لكل طالب)، وجهاز حاسوب للمعلم وجهاز عرض وغيرها من الأجهزة والمستلزمات.</li> <li>○ ضرورة توفير الوسائل التعليمية الموضحة في أدلة المعلمين وكتاب الطالب من قبل المدرسة، وتسهيل عملية نسخ أوراق العمل بالنسبة للمعلم وذلك بتوفير الأوراق وآلات التصوير وغيرها من المستلزمات، إذ أن السلاسل المعتمدة تتطلب ذلك لتنفيذها بالصورة المطلوبة.</li> </ul>
التدريب	<ul style="list-style-type: none"> <li>○ تدريب المعلمين والذي يتعلق باستخدام الكتب الدراسية والمصادر التعليمية المعتمدة، يجب أن يكون ضمن خطط المدارس الخاصة للإلتزام المهني، والمدارس هي الجهات المعنية بالتنسيق حول توفير البرامج التدريبية لمعلميها حسب الحاجة.</li> </ul>
التدنية الراجعة	<ul style="list-style-type: none"> <li>○ يأمل المختصون في قسم برامج المدارس الخاصة أن تقوم المدارس الخاصة بإرسال أية ملاحظات حول ما تم ذكره في هذه النشرة التوجيهية أو حول محتوى المصادر التعليمية المعتمدة أو أية مقترحات تطويرية، وسواء كان ذلك من قبل المعلمين أو من الإدارات المدرسية، حتى يتسنى لأعضاء المناهج بالقسم المذكور الإلمام بها، وعلاج أية إشكاليات تتعلق بهذا الجانب.</li> <li>○ للتواصل/ على البريد الإلكتروني: <a href="mailto:epc.ps@moe.om">epc.ps@moe.om</a></li> </ul>

## General Guidelines

All private schools implementing bilingual program shall commit to :

Area	Instructions
<b>Selecting and Providing Course-books</b>	<ul style="list-style-type: none"> <li>○ Select and apply the course-books listed in the approved newsletter according to the program being applied, based on Approved course-books Implementation Map (see section 2).</li> <li>○ Provide each student and teacher with original and full components of selected course-books from the approved list within the newsletters in advance at the beginning of the year.</li> <li>○ Copying of books or any components of the Course-books prohibited without authorisation from the concerned publishing house. Since such acts are deemed as a violation of the intellectual property rights, any violating schools will be subjected to legal accountability.</li> </ul>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>○ Concerned teachers must adhere to learning outcomes of the approved Course-books during the two semesters each academic year. This must be done according to the Teachers' Guides for grades (1-9) and Content Distribution Plan for grades (9-10) in this newsletter (see implementation plan and section 5).</li> <li>○ Concerned teachers must adhere to Grade (11-12) scheme of work and content distribution plan</li> </ul>
<b>Teaching Aids</b>	<ul style="list-style-type: none"> <li>○ Provide fully equipped computer laboratories with internet access for all students. (one computer for each student).</li> <li>○ For all grades: To provide papers, photocopiers, laptops, projectors and other consumable materials that will be required in using these resources.</li> </ul>

<b>Training</b>	<ul style="list-style-type: none"> <li>○ Teacher training related to the use of the approved course-books or learning resources should be part of all schools commitment to the professional development of their teachers and should be made available to teachers by schools as required.</li> </ul>
<b>Feedback</b>	<ul style="list-style-type: none"> <li>○ The Curriculum Specialists at the Educational Programs and Curriculum Department encourage schools to send their feedback regarding the newsletter, approved course-books, printing errors or any pertinent suggestions from teachers as well as administrators. Such feedback supports the department in future reforms and to better meet students and schools' needs. For Feedback - E-mail: <a href="mailto:epc.ps@moe.om">epc.ps@moe.om</a></li> </ul>

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الفصل الثاني : المرحلة الدراسية (1-6)

Section 2: Grades (1-6)

الفهرس  
البرنامج ثنائي اللغة  
المرحلة الدراسية (1 - 6)

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**Grades (1-6)**

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## List of Approved Course-books for Grades (1-6)/Bilingual Program

	Name of Course-books	Publisher	Components	Comments
1	Digital Kids	Binary Logic	Student Book	
			Teacher and Student digital Resources	Online
2	Oxford International Primary Computing	Oxford University Press	Student Workbook	
			Teacher's Guide	
			Teachers' & Students' CD	For Students & Teachers

## Components of Approved Course-books for Grades (1-6) /Bilingual Program

### 1. Digital Kids:

Grade	Components	ISBN
1	Digital Kids Starter	9789606982477
	Teacher and Student digital Resources	---
2	Digital Kids Explorer	9789606982545
	Teacher and Student digital Resources	---
3	Digital Kids Racer	9789606982460
	Teacher and Student digital Resources	---
4	Digital Kids Flyer	9789606982378
	Teacher and Student digital Resources	---
5	Digital Kids Genius	9789606982385
	Teacher and Student digital Resources	---
6	Digital Kids Expert	9789606982415
	Teacher and Student digital Resources	---

### 2. Oxford International Primary Computing:

Grade	Components	ISBN
1	Oxford International Primary Computing 1	9780198309970
	Teacher's Guide 1	9780198356882
2	Oxford International Primary Computing 2	9780198309987
	Teacher's Guide 1	9780198356882
3	Oxford International Primary Computing 3	9780198309994
	Teacher's Guide 2	9780198356899
4	Oxford International Primary Computing 4	9780198310006
	Teacher's Guide 2	9780198356899
5	Oxford International Primary Computing 5	9780198310013
	Teacher's Guide 2	9780198356899
6	Oxford International Primary Computing 6	9780198310020
	Teacher's Guide 2	9780198356899

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الفصل الثالث : المرحلة الدراسية (7-8)

Section 3: Grades (7-8)

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الفهرس

البرنامج ثنائي اللغة

المرحلة الدراسية (7 - 8)

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Bilingual Program

Grades (7-8)

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Components' ISBNs of Approved Course-books	15

## List of Approved Course-books for Grades (7-8) / Bilingual Program

	Name of Course-books	Publisher	Components	Comments
1	Digital Teens	Binary Logic	Student Book	
			Teacher and Students Resources	Online Resources
2	Matrix Computing	Oxford University Press	Matrix computing	For Students
			Matrix computing teacher hand book	
			Teacher & Student CD	

## Components of Approved Course-books for Grades (7-8) / Bilingual Program

### 1. Digital Teens:

Grade	Components	ISBN
7	Digital Teens 1	9789606982446
	Teacher and Students Resources	---
8	Digital Teens 2	9789606982453
	Teacher and Students Resources	---

### 2. Matrix Computing:

Grade	Components	ISBN
7	Matrix computing 1	9780198395546
	Matrix computing teacher hand book1	9780198395577
8	Matrix computing 2	9780198395553
	Matrix computing teacher hand book2	9780198395584

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الفصل الرابع :المرحلة الدراسية (9-10)

Section 4 :Grades (9-10)

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الفهرس  
البرنامج ثنائي اللغة  
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19	الأرقام المتسلسلة لمكونات السلاسل الأساسية المعتمدة
20	توزيع محتوى السلاسل الأساسية على الفصلين الدراسيين

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## List of Approved Course-books for Grades (9-10) / Bilingual Program

	Name of Course-books	Publisher	Components	Comments
1	Digital Teens	<b>Binary Logic</b>	Student Book	
			Teacher and Students Resources	
2	Matrix Computing	<b>Oxford University Press</b>	Student Book	Grade 9 only
			Matrix computing teacher hand book	
3	Edexcel International GCSE (9–1) ICT	<b>Pearson Education</b>	Student Book	
			Online Teacher Resource Pack	
4	Complete ICT for Cambridge IGCSE	<b>Oxford University Press</b>	Student book	
			Teacher resource pack	
5	Cambridge IGCSE ICT	<b>Hodder Education</b>	Student book	
			Teacher's CD	
6	Cambridge IGCSE® ICT	<b>Cambridge University Press</b>	Coursebook with CD-ROM Revised Edition	<b>GRADES 9 &amp; 10</b>
			Teacher's Resource CD-ROM	

## Components of Approved Course-books for Grades (9-10) / Bilingual Program

### 1. Digital Teens:

Grade	Components	ISBN
9	Digital Teens 3	9789606982538
	Teacher and Students Resources	---
10	Digital Teens 4	9789606982828
	Teacher and Students Resources	---

### 2. Matrix Computing:

Grade	Components	ISBN	Comments
9	Matrix computing 3	9780198395560	- See stream (2) in page 8.
	Matrix computing teacher hand book 3	9780198395591	- Teachers must use the syllabus shown in the teacher's hand book.

### 3. Edexcel International GCSE (9–10) ICT – Pearson:

Grade	Components	ISBN	Comments
9-10	Student Book	9780435188931	- Teachers must implement grades 9 & 10 distribution plan in pages 26.
	Online Teacher Resource Pack (TRP)	9780435191368	

### 4. Cambridge IGCSE ICT – Cambridge University Press:

Grade	Components	ISBN	Comments
9-10	Cambridge IGCSE® ICT Coursebook with CD-ROM Revised Edition	9781108698061	- Teachers must implement grades 9 & 10 distribution plan in pages 26.
	Cambridge IGCSE® ICT Teacher's Resource CD-ROM	9781316627419	- Coursebook with CD-ROM Revised Edition

### 5. Complete ICT for Cambridge IGCSE - Oxford :

Grade	Components	ISBN	Comments
9-10	Student book	9780198357827	- Teachers must implement grades 9 & 10 distribution plan in pages 26.
	Teacher resource pack	9780198357841	

### 6. Cambridge IGCSE ICT – Hodder Education:

Grade	Components	ISBN	Comments
9-10	Student book	9781471807213	- Teachers must implement grades 9 & 10 distribution plan in pages 26.
	Teacher's CD	9781471807237	

## Content Distribution Plan for grade 9 & 10

### - Grade 9:

Units		No. of lessons
<b>Semester (1)</b>		
<b>Theoretical units</b>	Unit 1: types and component of computer system	6
	Unit 2: input and output devices	6
<b>Practical units</b>	Unit 12 : images	2
	Unit 13:layout	4
	Unit 14: styles	2
	Unit 17: document production	10
<b>Semester (2)</b>		
<b>Theoretical units</b>	Unit 3: storage devices	6
	unit 9: Audience	2
	Unit 10: communication	4
<b>Practical units</b>	Chapter 11 : file management	4
	Chapter 18: Data Manipulation	8
	Chapter 19 : Presentation	6

### - Grade 10:

Units		No. of lessons
<b>Semester (1)</b>		
<b>Theoretical units</b>	Unit 4:Networks and the effects of using them	6
	Unit 5 : the effects of using ICT	4
<b>Practical units</b>	Unit 16 : Graph and charts	8
	Unit 20: Data Analysis	12
<b>Semester (2)</b>		
<b>Theoretical units</b>	Unit 6: ICT Application	12
	unit 8: Safety and Security	4
<b>Practical units</b>	Chapter 15 : Proofing	2
	Chapter 21: website Authoring	12

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الفصل الخامس: المرحلة الدراسية (11-12)

Section 5 :Grades (11-12)

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البرنامج ثنائي اللغة  
المرحلة الدراسية (11-12)

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### The Approved Course-books for Grades (11-12) / Bilingual Program

Course-book	Grades	Publisher	Components	ISBN	Comments
Digital Teens ICT1	11	Binarylogic	Course-book	9789606984488	
Digital Teens ICT2	12	Binarylogic	Course-book	9789606984495	
Cambridge International AS & A Level IT Coursebook with CD-ROM Revised Edition	11 & 12	Csmbridge University Press	Course-book	9781108635103	1
Cambridge International AS and A Level IT Teacher's Resource CD-ROM	11 & 12	Cambridge University Press	Teachers book	9781108434775	1

## Content Distribution Plan for grades 11&12

### Introduction

Information Technology is a subject in which all candidates will require frequent access to computer and Internet facilities to develop their skills. The syllabus aims to give Bilingual Schools the flexibility to cope with a wide variety of resources and ever-changing technology. The practical units of this course can be implemented using any software packages that will allow the candidates to demonstrate ALL of the skills listed in the relevant units of this syllabus. For this reason the Ministry of Education (Oman) does not prescribe particular software packages, or particular hardware. Candidates will learn to use particular packages, but they should be encouraged to realise that, with the aid of a manual, they can transfer their skills to other packages.

### Aims

The aims of the curriculum are the same for all candidates. These are set out below that describe the educational purposes of the course.

The aims are to:

1. Help develop a broad range of ICT skills and knowledge of the uses of ICT in vocational contexts.
2. Develop an understanding of the constituent parts, uses and applications of ICT systems within a range of organizations.
3. Develop an understanding of the effect of these ICT systems on society in general;
4. Develop an understanding of the main systems life cycle and apply this understanding to workplace scenarios.
5. Apply their knowledge and understanding of ICT and use these skills in vocational contexts;



## 6. Develop an understanding of project management skills and other problem solving skills.

- **Content Distribution Plan for grades 11:**

**General Information:**

- 2 Semesters per week.
- 32 weeks (15 week per semester).
- Minimum student's contact time per 160 minutes/week: 160 minutes per week.

### 1. Digital Teens ICT1:

Semester	Topic
Semester 1	1. Technology in life
	2. Spreadsheets
	3. Project: Teacher
Semester 2	1. Database
	2. Project management
	3. Project: Sales manager

- **Content Distribution Plan for grades 12:**

**General Information:**

- 2 Semesters per week.
- 32 weeks (15 week per semester).
- Minimum student's contact time per 160 minutes/week: 160 minutes per week.

### 1. Digital Teens ICT2:

Semester	Topic
Semester 1	1. Data information
	2. Vector Graphics Design
	3. Project: Digital marketer
Semester 2	4. Advanced networking
	5. Web design
	6. Project: Web designer

- **Content Distribution Plan for grades 11:**

**General Information:**

- 2 Semesters per week.
- 32 weeks (15 week per semester).
- Minimum student's contact time per 160 minutes/week: 160 minutes per week.

**Cambridge International AS and A Level IT Coursebook with CD-ROM  
Revised Edition Grade 11**

Semester	Topic
<b>Semester 1</b>	1. Data, information, knowledge and processing
	2. Hardware and software
	3. Spreadsheets
	4. Monitoring and control
	5. Esafety and health and safety
<b>Semester 2</b>	1. The digital divide
	2. Database and file concepts
	3. Role and impact of IT in society
	4. Using networks
	5. Networks

- **Content Distribution Plan for grades 12:**

**General Information:**

- 2 Semesters per week.
- 32 weeks (15 week per semester).
- Minimum student's contact time per 160 minutes/week: 160 minutes per week.

**Cambridge International AS and A Level IT Coursebook with CD-ROM  
Revised Edition Grade 12**

Semester	Topic
<b>Semester 1</b>	1. Expert systems
	2. Emerging technologies
	3. Graphics creation
	4. Sound and video editing
	5. Animation
<b>Semester 2</b>	1. Project management
	2. System life cycle
	3. Mail merge
	4. Programming for the web

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نهاية النشرة

The End