***ENGLISH LANGUAGE SCHOOL (PVT)* DUBAI**

***SCHOLASTIC SESSION : 2020-2021***

**SECOND TERM SCHEME OF WORK**

**SUBJECT: ICT YR/FORM: 1/ABCDE**

**PREPARED BY: Mrs. Fazia Basharat**

**DISTRIBUTION OF SYLLABUS**

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| DATE | | WEEK | *Model of learning* | TOPIC | SKILLS/TASK | | LEARNING OBJECTIVES | *Home learning/ Homework* |
| 3rd -7th  January | | **1st Week** | **Distance Learning** | **Working with Text**  **MS Word**  **Introduction** | **Critical thinking, Technological skills**  **Problem Solving** | | **To enable students to:**   * **Explore MS Word screen** | **Students will learn about MS Word Screen elements.** |
|  | Weekly Holidays | | | | | | | |
| 10th - 14th  January | | **2nd Week** | **Distance Learning** | **Working with Text**  **Opening a new file** | **Critical thinking, Technological skills**  **Problem Solving** | | **To enable students to:**   * **Create a new file** | **Students will learn about creating a new file in MS Word.** |
|  | Weekly Holidays | | | | | | | |
| 17th -21st January | | **3rd Week** | **Distance Learning** | **Working with Text**  **Naming and saving a file** | **Critical thinking, Technological skills**  **Problem Solving** | | **To enable students to:**   * **Name and save a file.** | **Students will learn about naming and saving a file.** |
|  | Weekly Holidays | | | | | | | |
| 24th – 28th January | | **4th Week** | **Distance Learning** | **Working with Text**  **Typing text** | **Critical thinking, Technological skills**  **Problem Solving** | | **To enable students to:**   * **Type text in MS Word.** | **Students will learn about typing text in MS Word.** |
|  | Weekly Holidays | | | | | | | |
| 31st Jan – 4th February | | **5th Week** | **Distance Learning** | **Working with Text**  **Using Caps Lock and spacebar keys** | **Critical thinking, Technological skills**  **Problem Solving** | | **To enable students to:**   * **Use Caps Lock key** * **Use spacebar key** | **Students will learn about using Caps Lock and spacebar keys.** |
|  | Weekly olidaysH Holidays | | | | | | | |
| 7th – 11th February | | **6th Week** | **Distance Learning** | **Working with Text**  **Using Backspace key** | | **Critical thinking, Technological skills**  **Problem Solving** | **To enable students to:**   * **Use Backspace key** | **Students will learn to use Backspace key.** |
|  | Weekly Holidays | | | | | | | |
| 14th – 18th February | | **7th Week** | **Distance Learning** | **Working with Text**  **Using Enter key** | **Critical thinking, Technological skills**  **Problem Solving** | | **To enable students to:**   * **Use Enter key** | **Students will learn to use Enter key.** |
|  | Weekly Holidays | | | | | | | |
| 21st – 25th February | | **8th Week** | **Spring Break** | | | | | |
|  | Weekly Holidays | | | | | | | |
| 28th Feb - 4th March | | **9th Week** | **Distance Learning** | **Working with Text**  **Typing text sentences** | **Critical thinking, Technological skills**  **Problem Solving** | | **To enable students to:**   * **Type text in the form of sentences.** | **Students will learn about typing text in the form of sentences.** |
|  | Weekly Holidays | | | | | | | |
| 7th – 11th  March | | **10th Week** | **Distance Learning** | **Working with Text**  **Changing font size** | **Critical thinking, Technological skills**  **Problem Solving** | | **To enable students to:**   * **Change font size.** | **Students will learn about changing font size.** |
|  | Weekly Holidays | | | | | | | |
| 14th - 18th  March | | **11th Week** | **Distance Learning** | **Working with Text**  **Changing font colour** | **Critical thinking, Technological skills**  **Problem Solving** | | **To enable students to:**   * **Change font colour.** | **Students will learn about changing font colour.** |
|  | Weekly Holidays | | | | | | | |
| 21st – 25th March | | **12th Week** | **Distance Learning** | **Working with Text**  **Revision** | **Critical thinking, Technological skills**  **Problem Solving** | | **To enable students to:**   * **Revise the concepts learnt previously.** | **Students will learn about the previously learnt topics.** |
| 28th March –  8th April | | **13th & 14th Week** |  | **Spring Break** | | | | |