***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 - 14thJanuary | **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 - 18thMarch | **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** |