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

***SCHOLASTIC SESSION : 2019-2020***

**THIRD TERM SCHEME OF WORK**

**SUBJECT: ICT YR/FORM: 8 /ABCD**

**PREPARED BY: Mrs. Samar Jamil**

**DISTRIBUTION OF SYLLABUS**

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| DATE | WEEK | TOPIC | | SKILLS/TASK | | | | LEARNING OBJECTIVES | WEEKLY TASK | |
| 12thApril, 2020  to  16th April,2020 | **1st Week** | **The Cloud** | | **Critical thinking**  **Technological Skills**  **Problem Solving** | | | | **To enable students to:**   * **Learn about** | **Students will be able to understand the concept of cloud computing. Advantages and shortfalls will be discussed too.** | |
| Weekly Holidays | | | | | | | | | | |
| 19thApril, 2020  to  23rd April,2020 | **2nd Week** | **The Cloud** | | **Understanding**  **communication**  **Discussion**  **Creativity** | | | | **To enable students to:**  **To understand the terms** | **Students will be able to evaluate and analyse: Hosted applications software along with its benefits and drawbacks.** | |
| Weekly Holidays | | | | | | | | | | |
| 26th April, 2020  to  30th April,2020 | **3rd Week** | **The Cloud** | | **Critical thinking, Technological skills**  **Problem Solving** | | | | **To enable students to:**   * **To know about the** | **Students will be able to evaluate and analyse:**  **The impact of the Cloud** | |
| Weekly Holidays | | | | | | | | | | |
| 3rd May, 2020  to  7th May,2020 | **4th Week** | **File Management** | | **Critical thinking, Technological skills**  **Problem Solving** | | | | **To enable students to:**   * **To learn how to save their work regularly and keep information secure** | | **Students will be able to evaluate and analyse:**  **How to save files**  **How to secure files** |
| Weekly Holidays | | | | | | | | | | |
| 10th May,2020  to  14th May,2020 | **5th Week** | **File Management** | | **Critical thinking, Technological skills**  **Problem Solving** | | | | **To enable students to:**   * **To learn the use of sensible filename and formats** | | **Students will be able to evaluate and analyse:**  **Naming files, Concept of snake case will be focused.** |
| Weekly olidaysH Holidays | | | | | | | | | | |
| 17th May,2020  To  21st May,2020 | **6th Week** | **File Management** | **Critical thinking, Technological skills**  **Problem Solving** | | | | **To enable students to:**   * **Create and manage files and folders structure** | | | **Students will learn about different file formats and their extensions.** |
| Weekly Holidays | | | | | | | | | | |
| 7th 24th May 2020  to  28th May,2020 | **7th Week** | **Spreadsheets** | | **Critical thinking, Technological skills**  **Problem Solving** | **To enable students to:**   * **Know the difference between different graphs charts** | | | | | **Students will learn about different elements of excel. Use of functions and formulae.** |
| Weekly Holidays | | | | | | | | | | |
| 31st May,2020  to  2nd June,2020 | **8th Week** | **Spreadsheets** | | **Critical thinking, Technological skills**  **Problem Solving** | | **To enable students to learn: scenario based** | | | | **Students will learn about answering spreadsheet related questions.** |
| Weekly Holidays | | | | | | | | | | |