***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, 2020to16th 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, 2020to23rd 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, 2020to30th 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, 2020to7th 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,2020to14th 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,2020To21st 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 2020to28th 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,2020to2nd 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 |