

TIMEFRAME	August-October	October-December	January-March	April-June
CONTENT	File Management Touch Typing Word Processing	Internet Safety Research Skills Graphics & Animation	Spreadsheets Cash Budgets	Databases IDL Spanish Project
RESOURCES	Internet Word	Search Engines MS Paint	Excel Worksheets	Various MS Packages Worksheets
ASSESSMENT	Self Assessment Peer Assessment Completion of coursework	Self Assessment Peer Assessment Completion of coursework	Self Assessment Peer Assessment Completion of coursework	Self Assessment Peer Assessment Completion of coursework
HOMEWORK	Research Tasks Using ICT skills throughout school	Research Tasks Using ICT skills throughout school	Research Tasks Using ICT skills throughout school	Research Tasks Using ICT skills throughout school
WORLD OF WORK	Word Processing Skills	Social Networking Skills Research & Retrieving Skills	Budgeting Skills Excel Skills	Skills in using tools, equipment, software and materials
WHAT CAN PARENTS/CARERS DO TO HELP?	Allow pupils access to a computer Download MS Packages from Glow (FREE from Pupil account)	Discussion with pupils regarding internet safety, social networks & cyber bullying	Discussion with pupils regarding various budgeting methods	Allow pupils access to websites for researching purposes