



**The Best Education for Life.**

### **Information and Communication Technology Year 9 Scheme of Work**

<b>Week</b>	<b>Objective (details of tangible outputs)</b>	<b>Activity</b>
1	ECDL Multiple Choice Test	Complete a test and evaluate answers. Look at further learning support for ECDL module 1
2	Two Word processed tasks	Complete two ECDL Word Processed tasks and look at further learning support for ECDL module 3
3	Two Spreadsheet tasks	Complete two ECDL Spreadsheet tasks and look at further learning support for ECDL module 4
4	Two Managing Files tasks	Complete two ECDL Managing Files tasks and look at further learning support for ECDL module 2
5	Complete two Information and Communication tasks	Complete two ECDL Information and Communication tasks and look at further learning support for ECDL module 7
6	Design and partly completed powerpoint presentation	Learn about Public Information Systems at GCSE level. Discuss Design of Information System. Begin creating system
7	Partly completed powerpoint presentation	Continue to develop system.
8	Complete information system	Complete system and evaluate through peer to peer evaluation.
9	Part developed User Interface in MS Access	Learn about User Interface Design at GCSE Level
10	Continued User Interface Development	Continue to develop User Interface Design Skills