

**Information and Computer Technology**  
**SCHEME OF WORK**  
**FORM 2 - TERM 1: 2017- 2018**

Please refer to the attached Syllabus for teaching and assessment strategies, and learning activities.

Week	Topic/Objective	Content
1	Review End of Term 3 Exam Paper	
2	Word Processing	<p>Paragraph Functions, Align, Justify, Line Spacing, Bullets, Numbering, Indentation.</p> <p>Students are assigned into groups and demonstrated all paragraph functions mentioned.</p> <p>Students groups create an invitation to a party, including the functions mentioned and are marked on a rubric.</p>
3	Word Processing	<p>Synonyms, Find/Replace, Grammar, Spell Check</p> <p>Functions are discussed and demonstrated in a working document.</p> <p>Students groups are given work documents which contain grammatical errors, misspelt words and ambiguous statements, and correct the said document using the</p>

		functions discussed
4	Word Processing	Formatting and Managing Worksheets and creation of Graphs
5	Spreadsheet	Creation and Open /Closing / Saving/ Printing of a Spreadsheet
6	Spreadsheet	Manipulation of rows/ columns, Arithmetic Operations and Formulae
7	Spreadsheet	Formatting and Managing Worksheets and creation of Graphs
8	Video Creation	Video Clips and Sound Editing of Videos
9	Video Creation	Editing of Video Titles, Sub-titles and Credits
10	Video Creation	Creating and Producing Videos in Groups
11	Video Creation	Students groups prepare a video using moviemaker or similar video creation application and are assessed using a rubric.