

MARINA INTERNATIONAL SCHOOL

ICT SCHEME OF WORK

YEAR 6 - TERM 1

WEEK	TOPIC	TOPIC DETAILS
1.1	Understanding Computer	Understand what is a computer -The functions of the computer -The components of the computer -The input, output, and processing devices
2.1	Using the Mouse	-Understanding the Keyboard as one of the Basic Components of the Computer -Mouse as an input device for giving the computer instructions -Explain with practical skills, the difference in these instructions -Clicking & Pointing -Double-Clicking and Clicking -Right-Clicking -Dragging & Dropping -Scrolling
3.1	Using the Keyboard	Understanding the Mouse as one of the Basic Components of the Computer -Keyboard as an input device for giving the computer instructions -Explain with practical skills, the difference in these instructions -Caps Locks, Space Bar, Esc Function -Shift Functions -Key Combination Functions -Delete, Tabs, Arrow Keys, Number Keys, -Typing skills with Mavis Tool
4.1	Understanding File and Folder Management	Understand the difference between a file and a folder -Identify different types of files -Create different type of files -Manage files by moving, copying, cutting, deleting -Create folders -Organize files in folders
5.1	ABT	Across The Board Test 1

WEEK	TOPIC	TOPIC DETAILS
6.1	Recap on LO-1, 2 and 3 and introduction to LO-4	-Change the presentation of a piece of text in order to suit different audiences.
7.1	Use advanced formatting features	<p>Add an appropriate image, including finding a suitable placement for the image and making sure that it is of an appropriate size.</p> <ul style="list-style-type: none"> - Use bullet points, italics, tabs, titles and other formatting options to create a recipe, which is clear and easy to read. - Insert a page break and add a second recipe so that the formatting exactly matches the first page. - Insert the text 'Recipe Cards' into the Header and add page numbering. - Print, check and make any changes or corrections that are required. - Print and save the final draft.
8.1	Use advanced formatting features	<p>Add an appropriate image, including finding a suitable placement for the image and making sure that it is of an appropriate size.</p> <ul style="list-style-type: none"> - Use bullet points, italics, tabs, titles and other formatting options to create a recipe, which is clear and easy to read. - Insert a page break and add a second recipe so that the formatting exactly matches the first page. - Insert the text 'Recipe Cards' into the Header and add page numbering. - Print, check and make any changes or corrections that are required. - Print and save the final draft.
9.1	Use page-formatting options	<p>Create a new version of their timetable so that it appears on a landscape page layout and so that the table fills the page.</p> <p>-Demonstrate how to add headers and footers to a page, including how to add page numbers.</p>
10.1	ABT	Across The Board Test 2
11.1	Adjust page formatting for a specific audience	<ul style="list-style-type: none"> -Use advanced text formatting options to create recipe cards -Demonstrate how to change the size of a page within the text processing software. <p>-Changing the size of a page by creating a new document with a page size of A5 and landscape layout.</p>
12.1	Adjust page formatting for a specific audience	<ul style="list-style-type: none"> -Use advanced text formatting options to create recipe cards -Demonstrate how to change the size of a page within the text processing software. <p>-Changing the size of a page by creating a new document with a page size of A5 and landscape layout.</p>

ICT SCHEME OF WORK

YEAR 6 - TERM 2

WEEK	TOPIC	TOPIC DETAILS
1.1	Using the Mouse	Understanding the Keyboard as one of the Basic Components of the Computer -Mouse as an input device for giving the computer instructions -Explain with practical skills, the difference in these instructions -Clicking & Pointing -Double-Clicking and Clicking -Right-Clicking -Dragging & Dropping -Scrolling
2.1	Using the Keyboard	-Understanding the Mouse as one of the Basic Components of the Computer -Keyboard as an input device for giving the computer instructions -Explain with practical skills, the difference in these instructions -Caps Locks, Space Bar, Esc Function -Shift Functions -Key Combination Functions -Delete, Tabs, Arrow Keys, Number Keys, -Typing skills with Mavis Tool
3.1	Introduction to Spreadsheet and MS Excel application	-Demonstrate the key features and the terminology used in spreadsheets. For example, introduce the following terms and demonstrate their meaning to learners: - cell - active cell - row - column.
4.1	ABT	Across The Board Test
5.1	Design a spreadsheet with a specific purpose	-Consider real life uses of spreadsheets in order to develop their awareness. Example: -A cost calculator to work out the total cost for a variable number - A membership list for a sports club

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6.1	Create the spreadsheet	<ul style="list-style-type: none"> -Design brief that will enable them to create the spreadsheet, for example: - each row will have a group's name in the first column - each subsequent column will have a 'colour' heading - the numbers of each colour that each group found will be entered in the relevant cell - at the bottom of each 'colour' column, there will be a formula to calculate the total for each colour.
7.1	Create the spreadsheet	<p>Design brief that will enable them to create the spreadsheet, for example:</p> <ul style="list-style-type: none"> - each row will have a group's name in the first column - each subsequent column will have a 'colour' heading - the numbers of each colour that each group found will be entered in the relevant cell - at the bottom of each 'colour' column, there will be a formula to calculate the total for each colour.
8.1	Test the spreadsheet	<p>Five stages that should be followed when successfully creating a user friendly spreadsheet.</p> <ul style="list-style-type: none"> -design - create - test - modify - evaluate.
9.1	Modify the spreadsheet to make it suitable for its purpose	<ul style="list-style-type: none"> -Demonstrate how to change the format of cells in the spreadsheet by making changes such as: - changing the height of rows - changing the width of columns - changing the colour of cells - changing the colour of the text within a cell.
10.1	Assessment	Mid-Year Assessment
11.1	Evaluate the spreadsheet	<ul style="list-style-type: none"> -Information sheet that include the following information: - the title of their spreadsheet - one sentence to explain what their spreadsheet was designed to do - one thing that they modified to make it better after they had tested it - one sentence which explains how the spreadsheet works - one sentence to explain how it could be made better.

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12.1	Evaluate the spreadsheet	<ul style="list-style-type: none">-Information sheet that include the following information:- the title of their spreadsheet- one sentence to explain what their spreadsheet was designed to do- one thing that they modified to make it better after they had tested it- one sentence which explains how the spreadsheet works- one sentence to explain how it could be made better.

ICT SCHEME OF WORK

YEAR 6 - TERM 3

WEEK	TOPIC	TOPIC DETAILS
1.1	Using the Keyboard	Understanding the Mouse as one of the Basic Components of the Computer -Keyboard as an input device for giving the computer instructions -Explain with practical skills, the difference in these instructions -Caps Locks, Space Bar, Esc Function -Shift Functions -Key Combination Functions -Delete, Tabs, Arrow Keys, Number Keys, -Typing skills with Mavis Tool
2.1	Introduction to programming	-Introduction to programming and Scratch application as programming language
3.1	ABT	Across The Board Test
4.1	Plan an algorithm involving repetition to draw a simple shape or pattern	-Discuss the properties of a square. They should conclude that the square will have: - four sides of equal length - four internal angles of 90 Degree. - Flowchart of the instructions for producing a square
5.1	Mid-Term Break	Eid-al-Fitr Celebration
6.1	Create a program using repetition to produce a simple shape or pattern	-Using Scratch to "move x steps" and "turn x steps" within the "Motion" block palette. -Demonstrate how to access the pen block palette and how to use the "pen down" and "pen up" blocks from within that palette.

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7.1	Create a program using repetition to produce a simple shape or pattern	-Using Scratch to “move x steps” and “turn x steps” within the “Motion” block palette. -Demonstrate how to access the pen block palette and how to use the “pen down” and “pen up” blocks from within that palette.
8.1	Predict the output of a program that includes repetition	Write down the instructions to draw a shape using pseudo-code
9.1	Programming project	-Use Scratch to draw a hexagon using the instructions from a flowchart or pseudo-code
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