

Digital Technologies Scheme of Work

First Term Scheme of Work

Week 1: Introduction to Digital Technologies - Define digital technology; Identify digital devices; Assessment: oral questioning.

Week 2: Basic Computer Operations - Switch on/off a computer safely; Identify basic components; Assessment: practical exercise.

Week 3: Input and Output Devices - Differentiate input/output devices; Activities: classification game; Assessment: worksheet.

Week 4: Internet and Online Safety - Explain internet; State online safety rules; Activities: role-play; Assessment: quiz.

Week 5: Word Processing Basics - Open/create documents; Type and format text; Assessment: paragraph typing task.

Week 6: Digital Communication Tools - Identify tools; Demonstrate email sending; Assessment: draft email.

Week 7: Graphics and Presentation Tools - Create slides; Insert images/text; Assessment: 2 slides project.

Week 8: Coding for Beginners - Define coding; Create Scratch animation; Assessment: working animation.

Week 9: Data and File Management - Save/open files; Organize folders; Assessment: folder structure task.

Week 10: Digital Citizenship - Discuss responsible online behavior; Assessment: short essay.

Week 11: Introduction to Robotics - Define robotics; Identify uses; Assessment: list applications.

Week 12: Revision & Assessment - General review; Assessment: written + practical test.

Second Term Scheme of Work

Week 1: Revision of First Term Work - Quick recap and quizzes.

Week 2: Advanced Word Processing - Insert tables/images; Assessment: timetable creation.

Week 3: Spreadsheet Basics - Understand cells/rows/columns; Assessment: shopping list data entry.

Week 4: Spreadsheet Functions & Charts - SUM, AVERAGE; Create charts; Assessment: class scores chart.

Week 5: Presentation Skills - Use design templates; Deliver slides; Assessment: oral presentation.

Week 6: Internet Research Skills - Use search engines; Assess sources; Assessment: research activity.

Week 7: Email & Cloud Tools - Create accounts; Upload/share files; Assessment: demo sharing task.

Week 8: Introduction to Multimedia - Define multimedia; Create slideshows; Assessment: photo/audio project.

Week 9: Programming Concepts - Explain algorithms/flowcharts; Assessment: flowchart task.

Week 10: Practical Coding Projects - Create Scratch quiz/game; Assessment: project evaluation.

Week 11: Careers in Digital Technology - Identify ICT careers; Assessment: career poster.

Week 12: Revision & Term Examination - Review and exams.

Third Term Scheme of Work

Week 1: Revision of Second Term Work - Quick recap, quiz.

Week 2: Cybersecurity Basics - Define threats; Explain protection methods; Assessment: safety list.

Week 3: Digital Ethics & Responsible Use - Discuss plagiarism/cyberbullying; Assessment: essay.

Week 4: Mobile Technologies - Identify smartphone features; Assessment: app presentation.

Week 5: Emerging Technologies - Explain AI, VR, IoT; Assessment: benefits/risks task.

Week 6: Introduction to Databases - Define database; Differentiate data/information; Assessment: table creation.

Week 7: Practical Database Management - Create/edit tables; Use sorting; Assessment: contact list project.

Week 8: Project-Based Learning - Apply skills in group project; Assessment: project grading.

Week 9: Review of the Year's Work - Comprehensive revision; Practice tests.

Week 10: End-of-Session Examination - Final written + practical exam.

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