

SCHEME OF WORK

This Scheme of Work has been devised by the authors to help provide an indication of how long you might need to teach each section of the Students' Book.

It assumes that the total time available for teaching the Unit is 90 hours. It divides the work into 90 lessons of between 50 and 70 minutes each. If you have more or less than 90 hours you may wish to scale the time required up or down accordingly.

The Scheme of Work shows the Activities that are suitable for use in class for each section and those that are suitable for use at home, so you can use these for homework as required. It also lists the references from the specification in terms of learning outcomes and skills.

Assumes 90 x 60 minute lessons

	Number of lessons	Classroom-based activities	Activities for homework	WYNTL	ICT Skills
Digimodule introduction What is DiDA? How is DiDA assessed?	1			2.3	
How do you use the ActiveBook? What else is on the CD?	1	1.1, 1.2, 1.3, 1.4			
What do you need to learn?	1	1.5			
What are standard ways of working?	1	1.6			
How should you manage your work?	1	1.7, 1.8, 1.9			
Introducing SPBs Tackling THE PROJECT	1	1.10			
	6				

	Number of lessons	Classroom-based activities	Activities for homework	WYNTL	ICT Skills
Digimodule introduction	1			1.4, 1.5, 1.6, 1.8, 2.1, 2.3	3.1, 3.9
Who is it for?					
Why is it needed?					
Where and what?	2	2.1 (discuss)	2.1 (collect)		
How do you go about it?					
Choosing the right type of publication	2		2.2, 2.3		
How do you choose the style?					
The production cycle	3	2.6, 2.7	2.4, 2.5		
Tackling THE PROJECT	2				
	10				

	Number of lessons	Classroom-based activities	Activities for homework	WYNTL	ICT Skills
Digimodule introduction	1			1.1, 2.1, 2.3	3.1, 3.3, 3.5
What content is needed? Making life easier for yourself	2	3.1	3.1		
Information sources Using secondary sources	2	3.2, 3.3	3.4		
Capturing information Acknowledging sources	3	3.5, 3.6, 3.7, 3.9, 3.10	3.8		
Tackling THE PROJECT	2				
	10				

	Number of lessons	Classroom-based activities	Activities for homework	WYNTL	ICT Skills
Digimodule introduction	1			1.2, 1.8, 2.3	3.7, 3.9
Conducting a survey	1	4.1, 4.2, 4.3	4.4		
Creating a questionnaire	2	4.5	4.6		
Building spreadsheets to analyse results	2	4.7, 4.9, 4.10	4.8		
Tackling THE PROJECT	3				
	9				

	Number of lessons	Classroom-based activities	Activities for homework	WYNTL	ICT Skills
Digimodule introduction	1			1.3, 1.8, 2.3	3.2, 3.9
Why use a database?					
When should you use a database?	1	5.1	5.2, 5.3		
Designing a database structure		5.4, 5.5, 5.6, 5.7			
Working with a large data set	3	5.8			
Managing the database	1	5.9, 5.10			
Extracting information	2	5.11, 5.12, 5.13			
Tackling THE PROJECT	2				
	10				

	Number of lessons	Classroom-based activities	Activities for homework	WYNTL	ICT Skills
Digimodule introduction				1.4, 1.5, 1.6, 1.8, 2.3	3.9
Posters					
Flyers					
Bentley Charity Ball	2	6.2	6.1		
Designing posters and flyers	2		6.3, 6.4		
Creating posters and flyers	2	6.6	6.5, 6.6		
Tackling THE PROJECT	3				
	9				

	Number of lessons	Classroom-based activities	Activities for homework	WYNTL	ICT Skills
Digimodule introduction	1			1.4, 1.5, 1.6, 1.7, 1.8, 2.3	3.1, 3.6, 3.8, 3.9
Websites	2	7.1, 7.2, 7.3, 7.4, 7.6	7.5		
Designing an information point	2	7.7, 7.8	7.9		
Creating web pages and information points					
Information leaflets	2	7.11	7.10		
Tackling THE PROJECT	3				
	10				

	Number of lessons	Classroom-based activities	Activities for homework	WYNTL	ICT Skills
Digimodule introduction	1			1.4, 1.5, 1.6, 1.7, 1.8, 2.3	3.2, 3.6, 3.9
Formal letters	2	8.1, 8.2, 8.4	8.3, 8.5		
Personalised mailings					
Reports	3	8.6, 8.7	8.6		
Designing a report					
Creating a report					
Presentations	2	8.8, 8.9, 8.10	8.8, 8.10		
Designing a presentation					
Creating a presentation					
Newsletters	1	8.11	8.11, 8.12		
Tackling THE PROJECT	2				
	11				

	Number of lessons	Classroom-based activities	Activities for homework	WYNTL	ICT Skills
Digimodule introduction Who is it for and why is it needed?	1	9.1		1.5, 1.7, 1.8, 1.9, 2.3	3.8
Designing an eportfolio structure Designing the web pages	3	9.2, 9.3, 9.4, 9.5	9.6		
Building an eportfolio Getting the size right Prototyping and testing Creating an effective eportfolio	3	9.7, 9.8, 9.9, 9.10, 9.12	9.11		
Tackling THE PROJECT	3				
	10				

	Number of lessons	Classroom-based activities	Activities for homework	WYNTL	ICT Skills
Digimodule introduction	1			1.8, 2.1	3.4
Failing to plan is planning to fail	2	10.1, 10.2, 10.3			
How did it go? Tackling THE PROJECT	1				
	4				

	Number of lessons	Classroom-based activities	Activities for homework	WYNTL	ICT Skills
Digimodule introduction Tackling the SPB	1	11.1			
Where next?	Optional	11.2, 11.3, 11.4, 11.5			
	1				