

Schedule of work

The following schedule is a guide only and subject to change.

Assessment deadlines must be adhered to, with submission prior to the deadline – not even 1 second late – all assessments are in accordance with college policy and SQA requirements.

Non-attendance/non-submission for an assessment at the time of deadline will count as an attempt.

Unit: Essential Skills ICT Level 4.

Week:	Objective:
1	Introduction to the unit. Reasons for Essential Skills ICT unit. The computer system, logging in / password security, legal implications. Security discussion and start of Word Processing exercise (Forward 1)
2	Continuation of Microsoft Word exercises. OneDrive storage, backing up and file/folder management. Security discussion.
3	Completion of Microsoft Word exercises. More backing up and cloud computing.
4	Plan a search strategy – Search project exercise leading to PowerPoint presentation. Evaluate information. Evaluate the search strategy. Microsoft PowerPoint.
5	Completion of PowerPoint exercises (project exercise). Security discussion. Pre-assessment. Explanation of all tasks.
6	Continuation of pre-assessment exercises.
7	Continuation of pre-assessment exercises.
8	Completion of Pre-assessment Review of learning and preparation for assessment project. Commencement of assessment papers – discuss the requirements.
9	Assessment continued.
10	Assessment project check – security, backing up evidence, print evidence, file and folder management check / evidence, share with lecturer. End of assessment.
11	Resits and remediation – Project adjustment.
12	Resits and remediation completion. Student feedback and more student requests for ICT topics / additional support for ICT related to other units. End of academic block. Register closure.