

Schedule of work

The following schedule is a guide only and subject to change. **(PANDEMIC – MAJOR CHANGES)**

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 is an attempt.

Unit: Essential Skills ICT Level 5.

Week:	Objective:	Exercises:
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 PowerPoint exercise.	Forward 3 Forward 4
2	OneDrive storage, backing up and file/folder management. Plan a search strategy. Evaluate information. Evaluate the whole search strategy.	Tasks 1, 2, 3 and 4 of pre-assess
3	Choosing software for a purpose. Use of application software. Tools planning for application software use. Presenting information on screen. Presenting information in printable format.	Pre-assess: Tasks 5 and 6 Task 7 Task 8
4	Planning to edit the printable format file. Complete the edit, saving edited file with original. Evaluate software use.	Task 9 Task 10 Task 11
5	Security Discussion. Backing up. Printing. Balance of Pre-assessment. Review of Control Panels. Review Help facility. Check Pre-assessment, revision.	Tasks 12, 13 Task 14 Task 15
6	Commence assessment – Project – Task 1 planning of search strategy. Assessment project – Tasks 2 and 3 (Evaluation of two websites and evaluation of the whole search strategy).	Assessment
7	Assessment project – Tasks 4, 5 and 6. Gather information ready for Task 7. Select software, prepare task. Commence Task 7. Security discussion.	Assessment
8	Assessment project – Task 7 completion (Scenario file / final document) Assessment project – Task 8 (planning of edits and saving Scenario 2 file) Check final files of project.	Assessment
9	End of assessment – security, backing up evidence, print evidence, file and folder management check / evidence, share with lecturer.	End Assessment
10	Resits and remediation – Project.	2 nd Attempt
11	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.	End of block