**SCHEME OF WORK / WEEKLY FORCAST**

**Teacher: Asare Emmanuel Subject: I.C.T Form: 2 Term/ Year: 2 /2022 File: JS2.IT.SC.T2.22.**

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| **WEEK** | **ENDING** | **TOPIC** | **REFERENCES/TLMS** | **REMARKS** |
| 1st | 10 – 13 May. | Reopening, registration, cleaning and revision of past questions | The Syllabus, Teacher’s guide, Pupils Text Book, ICT MADE SIMPLE Text book, Laptop, and Mobile phone etc. |  |
| 2nd | 16 – 20 May. | Using Internet to Communicate  (Netiquettes) | The Syllabus, Teacher’s guide, Pupils Text Book, ICT MADE SIMPLE Text book, Laptop, and Mobile phone etc. |  |
| 3rd | 23 – 27 May | Using Internet to Communicate  (Netiquettes) | The Syllabus, Teacher’s guide, Pupils Text Book, ICT MADE SIMPLE Text book, Laptop, and Mobile phone etc. |  |
| 4th | 30 – 03 June. | The Concept of Email | The Syllabus, Teacher’s guide, Pupils Text Book, ICT MADE SIMPLE Text book, Laptop, and Mobile phone etc. |  |
| 5th | 06 – 10 June. | The Concept of Email | The Syllabus, Teacher’s guide, Pupils Text Book, ICT MADE SIMPLE Text book, Laptop, and Mobile phone etc. |  |
| 6th | 13 – 17 June. | Word Processing Application II  (Introduction) | The Syllabus, Teacher’s guide, Pupils Text Book, ICT MADE SIMPLE Text book, Laptop, and Mobile phone etc. |  |
| 7th | 20 – 24 June. | Word Processing Application II  (Introduction) | The Syllabus, Teacher’s guide, Pupils Text Book, ICT MADE SIMPLE Text book, Laptop, and Mobile phone etc. |  |
| 8th | 27 – 01 July. | Word Processing Application II  (Editing Word Documents) | The Syllabus, Teacher’s guide, Pupils Text Book, ICT MADE SIMPLE Text book, Laptop, and Mobile phone etc. | MID TERM  BREAK |
| 9th | 04 – 08 July. | Word Processing Application II  (Editing Word Documents) | The Syllabus, Teacher’s guide, Pupils Text Book, ICT MADE SIMPLE Text book, Laptop, and Mobile phone etc. |  |
| 10th | 11 – 15 July. | Word Processing Application II  (Formatting Word Documents) | The Syllabus, Teacher’s guide, Pupils Text Book, ICT MADE SIMPLE Text book, Laptop, and Mobile phone etc. |  |
| 11th | 18 – 22 July. | Word Processing Application II  (Formatting Word Documents) | The Syllabus, Teacher’s guide, Pupils Text Book, ICT MADE SIMPLE Text book, Laptop, and Mobile phone etc. |  |
| 12th | 25 – 29 July. | Practical Session | The Syllabus, Teacher’s guide, Pupils Text Book, ICT MADE SIMPLE Text book, Laptop, and Mobile phone etc. |  |
| 13th | 01 – 05August. | Revision of terms work | **Invigilate pupils** | REVISION |
| 14th | 08 – 12August | End of Term Exams | Mark and record exams score. | EXAMINATION |
| 15th | 15 – 18 August. | Exams/Vacation |  |  |