NDE Programme Guide for Students

Recommended Learning Schedule

Periods of the term	Learning Activity
T2W3, 3 Apr, Mon	Getting started (Briefing in school)
T2W3&4, 3-16 Apr (2 weeks)	Unit 1: Office Productivity Basic Skills & Common Tasks
T2W5&6, 17-30 Apr (2 weeks)	Unit 2: Working with Documents & Formatting Text
T2W6, 28-30 Apr, Fri-Sun	Reflection & Feedback **1** on Microsoft 365 OneNote
T2W9&10, 15-28 May (2 weeks)	Unit 3: Adding Objects & Preparing Document Outputs
June Holidays	Checkpoint: Digital Journal on Microsoft 365 Word
June Holidays	Unit 4: Working with Spreadsheets, Formatting & Formulas
June Holidays	Unit 5: Adding Objects & Preparing Spreadsheet Outputs
June Holidays	Reflection & Feedback **2** on Microsoft 365 OneNote
T3W1&2 29 Jun- 9 Jul (2 weeks)	Unit 6: Working with Presentations & Formatting Slides
T3W3&4 10-23 Jul (2 weeks)	Unit 7: Adding Objects & Effects & Preparing Presentation Outputs
T3W5-7 31 Jul – 11 Aug (3 weeks)	Digital Project on Microsoft 365 PowerPoint

Pupils' Tasks

- ✓ Complete all 7 units on ICDL platform.
- ✓ Complete 2 Reflection & Feedback task on Microsoft 365 OneNote.
- ✓ Complete Digital Journal Microsoft 365 Word.
- ✓ Complete Digital Project on Microsoft 365 PowerPoint