

**DAS EXAMINATIONS BS9-JHS3**

**SCHEME OF WORK FRENCH AND ICT FIRST SEMESTER- 2020/2021**

<b>WEEK/ WEEK ENDING</b>	<b>MON TH</b>	<b>I C T</b>	<b>FRENCH</b>
<b>Week 1</b> 18th - 22nd		<b>SECTION ONE -</b> E-MAILING AND SHARING INFORMATION	<b>SECTION 8 –</b> LE MONDE D'HIER ET CELUI D'AUJOURD'HUI
<b>Week 2</b> 25th - 29th		<b>UNIT 1- LOCATING AND</b> TRANSFERRING INFORMATION FROM WEBSITE TO WORD	<b>UNIT 1 :</b> savoir parler de son enfance
<b>Week 3</b> 1st - 5th		<b>PROCESSING DOCUMENT</b> Locating information from websites	<b>UNIT 2 :</b> savoir dire ce que l'on faisait avant et que l'on ne fait pas
<b>Week 4</b> 8th - 12rd		Copying and pasting information from Website to Word	<b>UNIT 3 :</b> Savoir - Comparer le monde d'hier et celui d'aujourd'hui - Exprimer sa satisfaction ou son regret sur le changement
<b>Week 5</b> 15th - 19th		Processing document Saving copied information in Word Processing	<b>SECTION 9 – LES OPINIONS</b> <b>UNIT 1:</b> Savoir - Exprimer ses goûts/ Exprimer son opinion
<b>Week 6</b> 22nd - 26th		<b>UNIT 2 - COMPOSE AND SEND E-</b> MAIL MESSAGES Composing and sending E-mail messages	<b>UNIT 2 :</b> Savoir - Ce qu'il faut faire, Ce qu'il ne faut pas faire
<b>Week 7</b> 1st - 5th	<b>March</b>	<b>UNIT 3 - ACCESS AND REPLY E-MAIL</b> MESSAGES	- Comparer le monde d'hier et celui d'aujourd'hui
<b>Week 8</b> 15th - 19th		Importance of e-mail: Accessing and replying E-mail messages	<b>UNIT 3 :</b> Savoir - Dire ce que l'on doit faire pour atteindre un objecti
<b>Week 9</b> 15th - 19th		<b>MID WEEK</b>	<b>MID WEEK</b>
<b>Week 10</b> 22nd - 26th		<b>UNIT 4 - WAYS OF SHARING</b> INFORMATION Sharing information:	<b>UNIT 4 :</b> Savoir - Réagir a une opinion/ Exprimer son accord ou son désaccord/ Justifier son opinion
<b>Week 11</b> 29th - 1st		<b>SECTION TWO -</b> SPREADSHEET APPLICATION	<b>UNIT 5 :</b> Savoir - Exprimer ses sentimen
<b>Week 12</b> 6th - 9th		<b>UNIT 1-INTRODUCTION TO</b> SPREADSHEET APPLICATION	- En expliquer la cause
<b>Week 13</b> 12th - 16th		Identifying features of the Spreadsheet Application window: Identifying names of cell	<b>SECTION 10 – LES RECITS</b> <b>UNIT 1 :</b> Savoir -Situer un fait dans le temps
<b>Week 14</b> 19th - 23rd		A Letter representing column and a number representing row are combined to form a new of a cell	Préciser les dates, les durées et les frequencies
<b>Week 15</b> 26th - 30th		Adjusting columns and rows Entering data Spreadsheet Application to create a file	Préciser les dates, les durées et les frequencies
<b>Week 16</b> 3rd - 7th		Adding figures using the AutoSum icon	Préciser les dates, les durées et les frequencies
<b>Week 17</b> 10th - 14th	<b>May</b>	Editing, formatting and saving a workbook using some editing and formatting tools.	-L'antériorité
<b>Week 18</b> 17th - 21st		<b>SECTION THREE -</b> WORD PROCESSING APPLICATION	-L'antériorité
<b>Week 19</b> 24th - 28th		<b>UNIT -TOOLBARS</b> Features of the formatting standard toolbars and the use of the scroll bars	-L'antériorité

<b>Week 20</b> 31st - 4th	<b>June</b>	Using the help facility:	-L'antériorité
		Finding solutions to basic problems in the use of software	-L'antériorité