

Year:	8	Internal Exam week for this course:	NONE	
Tutor:	Martin Warburton	Last date for submission of internal exams:	N/A	
Tutor qualifications:	B.A.(Open); MCIEA	(I)GCSE Exam board & Specification Number (if applicable)	N/A	
Resources required:	No additional resources are required		Option numbers: (If applicable)	N/A

Module No.	NSUK week No.	Week beginning Monday the:	Contents of study
	1	06/09/10	No lessons - Induction week
8A Word Processing 3	2	13/09/10	Styles
	3	20/09/10	Tabs, Tables & Columns
	4	27/09/10	Headers & Footers
8B Internet 2	5	04/10/10	Downloading Files
	6	11/10/10	E-mail
	7	18/10/10	Attachments
	8	25/10/10	No lessons - Half term holiday
8C Applications 2	9	01/11/10	ICT in the Health Service
	10	08/11/10	ICT in Traffic Control
	11	15/11/10	ICT in Weather Forecasting
	12	22/11/10	ICT in Police and Crime
	13	29/11/10	ICT in Call Centres
8D Spreadsheets 1	14	06/12/10	Introduction to Spreadsheets
	15	13/12/10	Data
	16	20/12/10	No lessons - Christmas holiday
	17	27/12/10	No lessons - Christmas holiday
	18	03/01/11	No lessons - Christmas holiday
8D Spreadsheets 1 (contd)	19	10/01/11	Formulas
	20	17/01/11	Views
8E Word Processing 4	21	24/01/11	Tickets & Labels
	22	31/01/11	Long Documents
	23	07/02/11	Mail Merge

	24	14/02/11	No Lessons - Half term holiday
8E (contd)	25	21/02/11	Graphics
8F Spreadsheets 2	26	28/02/11	Text
	27	07/03/11	Charts
	28	14/03/11	Display
	29	21/03/11	Formatting
8G Data Logging & Control	30	28/03/11	Monitoring
	31	04/04/11	Outputs
	32	11/04/11	No lessons - Easter holiday
	33	18/04/11	No lessons - Easter holiday
	34	25/04/11	No lessons - Easter holiday
8G Data Logging & Control (contd)	35	02/05/11	Sensors
	36	09/05/11	Actuators
	37	16/05/11	Feedback
8H Presentations 1	38	23/05/11	Presentation Basics
	39	30/05/11	No lessons - Half term holiday
	40	06/06/11	Editing & Formatting
	41	13/06/11	Graphics
8J Presentations 2	42	20/06/11	Drawing
	43	27/06/11	Templates
	44	04/07/11	Presentation