

**Key Stage 4**  
**Suggested Long Term Plan – Clait (ITQ's)**

<b>Teaching SOW</b>	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>	<b>Term 5</b>	<b>Term 6</b>
<b>Year 10/11</b>	Unit 1 – File Management and e-Document Production (WORD)	Unit 2 – Creating Spreadsheets and Graphs (EXCEL)	Unit 3 – Database Manipulation (ACCESS)	Unit 4 – e-Publication Creation (PUBLISHER)	Unit 5 – Create and e-Presentation (POWER POINT)	Unit 8 – Online Communication & Internet
<b>Exam</b>	<p><b>Clait (ITQ's)</b>  <i>NB. Exam to be done at the end of each term.  Tailor the teaching of Clait to each individual to be appropriate their pace and level.</i></p>					

**NB. Must be flexible with timetable**