

PLANNING 2012-13

MONTH	WEEKS	
September	4	Hardware-Software / Internet Security
October	4	File Management / Typing Speed
November	3	Word Processing
December	3	Word Processing
January	4	Spreadsheet
February	2	Spreadsheet
March	4	Internet / Email
April	2	Internet Search
April	1	Vectorial Graphics
May	4	Vectorial Graphics
June	4	Presentation
July	1	Presentation