

TOPICS

IMPROVING PRODUCTIVITY USING IT

Plan select and use appropriate IT systems and software to meet user needs. Review and adapt the ongoing use of IT tools. Develop and test solutions.

USING EMAIL

Using email software tools and techniques to compose and send messages. Manage incoming email effectively.

IT SECURITY FOR USERS

Select and use appropriate methods to minimize security risk to IT systems and data.

E-SAFETY

Staying safe online, using tools to prevent cyber-attacks.

USING THE INTERNET

Connect to the internet. Use browser software to navigate, search and communicate information online. Follow and understand the need for safety.

PRESENTATION SOFTWARE

Input and combine text and other information. Use tools to structure, edit and format slide sequences. Prepare slideshow for presentation.

ASSESSMENT

WHEN

STUDENT SELF REVIEW AND TEACHER ASSESSMENT	AUTUMN TERM 1
STUDENT SELF REVIEW AND TEACHER ASSESSMENT	AUTUMN TERM 2
STUDENT SELF REVIEW AND TEACHER ASSESSMENT	SPRING TERM 1
STUDENT SELF REVIEW AND TEACHER ASSESSMENT	SPRING TERM 2
STUDENT ICTAC SELF EVALUATION	SPRING TERM 2
STUDENT SELF REVIEW AND TEACHER ASSESSMENT	SUMMER TERM 1
STUDENT SELF REVIEW AND TEACHER ASSESSMENT	SUMMER TERM 2
END OF YEAR ASSESSMENT AND TARGET SETTING	SUMMER TERM 2

SCHEME OF WORK/TOPICS

DURING

BEGINNING OF YEAR ASSESSMENT	AUTUMN TERM 1
TOPICS 1	AUTUMN TERM 1
TOPICS 1	AUTUMN TERM 2
END OF TERM SELF EVALUATION	AUTUMN TERM 2
TOPIC 1 AND 2	SPRING TERM 1
EVALUATION OF CROSS CURRICULUM IT USE	SPRING TERM 1
TOPIC 3	SUMMER TERM 1
TOPIC 4	SUMMER TERM 2
END OF YEAR/KS4 REVIEW	SUMMER TERM 2

OTHER INFORMATION

ICT covers many topics, including skills using applications, how ICT is used in our technological society, how IT is used to improve productivity and how students should stay safe online. Students are assessed using a matrix of objectives. These enable students to demonstrate a wide range of hard and soft skills and knowledge. We encourage students to display characteristics in leadership and team working environments and believe in students becoming independent and confident learners.

In year 11 students will take an exam which will determine their final grade which is at Pass, Merit or Distinction.

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