

Year 11 Curriculum Planning – ICT

	Autumn Term 1	Autumn Term 2	Spring Term 1	Spring Term 2	Summer Term 1	Summer Term 2
<p>Weekly focus</p> <p>Core Knowledge, Skills and Concepts</p>	<p>BTEC Introductory Level 1 ICT: Developing a progress plan</p> <p>a) Thinking of a goal</p> <p>b) Careers in ICT</p> <p>c) Researching careers</p> <p>d) skills needed for chosen goal</p> <p>e) Skills audit</p> <p>f) setting Smart targets</p> <p>Assessment: Completion of a progress plan including SMART targets, skills audit and career research</p>	<p>BTEC Introductory Level 1 ICT: Using a spreadsheet to solve a problem</p> <p>a) design and layout</p> <p>b) basic formula and functions</p> <p>c) decision making functions</p> <p>d) look up functions</p> <p>e) graphical objects</p> <p>Assessment: Create a spreadsheet for a camping trip highlighting the costs in both numerical and graphical form. Using a range of formulas and functions to make the spreadsheet efficient</p>	<p>Functional Skills Level 1/2: Word Processing</p> <p>1. Formatting text</p> <p>2. Formatting documents</p> <p>3. Tables</p> <p>4. Mail merge</p> <p>5. Graphics</p> <p>6. Word Processing tasks</p> <p>Assessment: Formative assessment through work books and feedback through yellow stickers and peer and self-assessment</p>	<p>Functional Skills Level 1/2: Spreadsheets</p> <p>1. Entering and editing data</p> <p>2. Formatting spreadsheets</p> <p>3. Formulas and functions</p> <p>4. IF Function</p> <p>5. Sorting and filtering Data</p> <p>6. V Lookup</p> <p>7. V Look up</p> <p>Assessment: Formative assessment through work books and feedback through yellow stickers and peer and self-assessment</p>	<p>Functional Skills Level 1/2: Presentations</p> <p>1. Understanding presentations</p> <p>2. Making presentations</p> <p>3. Transitions and animation</p> <p>4. Editing slides</p> <p>Functional Skills Level 1/2: Exam preparation/Exam</p> <p>Assessment: Classwork will formatively be assessed and past papers will be produced. The final grade will be determined through Summative assessment through external exam</p>	