

## Year 10 Curriculum Planning – ICT

	Autumn Term 1	Autumn Term 2	Spring Term 1	Spring Term 2	Summer Term 1	Summer Term 2
<p><b>Weekly focus</b></p> <p><b>Core Knowledge, Skills and Concepts</b></p>	<p><b>Functional skills level 1: Introduction to course</b></p> <ol style="list-style-type: none"> <li>To know the name of the course you are studying</li> <li>To know and understand the purpose of the course and why its beneficial</li> <li>To know how you will be assessed on this course</li> <li>Complete a swot analysis of a topic of your choice</li> <li>Complete a SWOT analysis of your own ICT Knowledge</li> </ol> <p><b>Assessment:</b> Formative assessment through work books and feedback through yellow stickers and peer and self-assessment</p>	<p><b>Functional skills level 1: How to find information safely</b></p> <ol style="list-style-type: none"> <li>Using internet safely</li> <li>Using Internet Browsers and Web Pages Safely</li> <li>Search Engines</li> <li>Searching for images and maps</li> <li>Internet Behaviour and Internet Safety</li> <li>Electronic communication</li> </ol> <p><b>Assessment:</b> Formative assessment through work books and feedback through yellow stickers and peer and self-assessment</p>	<p><b>Functional Skills Level 1: Sending and receiving emails</b></p> <ol style="list-style-type: none"> <li>Sending and receiving emails</li> <li>Reading emails</li> <li>Replying to emails</li> <li>Forwarding emails</li> <li>Attaching files to emails</li> <li>Opening and saving attachments</li> </ol> <p><b>Assessment:</b> Formative assessment through work books and feedback through yellow stickers and peer and self-assessment</p>	<p><b>Functional Skills Level 1: Word Processing</b></p> <ol style="list-style-type: none"> <li>Formatting text</li> <li>Formatting documents</li> <li>Tables</li> <li>Mail merge</li> <li>Graphics</li> <li>Word Processing tasks</li> </ol> <p><b>Assessment:</b> Formative assessment through work books and feedback through yellow stickers and peer and self-assessment</p>	<p><b>Functional Skills Level 1: Spreadsheets</b></p> <ol style="list-style-type: none"> <li>Entering and editing data</li> <li>Formatting spreadsheets</li> <li>Formulas and functions</li> <li>Sorting and filtering Data</li> <li>Charts and graphs</li> <li>Charts and graphs</li> </ol> <p><b>Assessment:</b> Formative assessment through work books and feedback through yellow stickers and peer and self-assessment</p>	<p><b>Functional Skills Level 1: Presentations</b></p> <ol style="list-style-type: none"> <li>Understanding presentations</li> <li>Making presentations</li> <li>Editing slides</li> </ol> <p><b>Functional Skills Level 1: Exam preparation/Exams</b></p> <p><b>Assessment:</b> Classwork will formatively be assessed and past papers will be produced. The final grade will be determined through Summative assessment through external exam</p>