Unit Provision KS4C and KS4A ICT
Curriculum Learning Journey 2021 – 2022

Term	Unit	Objectives
Term 1	Using ICT	- Interact with ICT for a given purpose - Manage information storage area using files and folders within a user's area - Use Microsoft Office including Microsoft Teams - Follow recommended safe practices e.g. minimising physical stress, keep information secure, understand the need to stay safe
Term 2	Developing, Presenting and Communicating information	- Enter and edit information for a simple given purpose. - Enter and develop different types of information to meet given needs. - Bring together two or more given types of information - Enter and develop and refine information using appropriate software to meet the requirements of straightforward tasks. - Evaluate own use of ICT tools - Demonstrate how to create, use and main secure passwords. - Demonstrate how to minimise the risk of computer viruses
Term 3	Finding and Selecting Information	- To find given information from an ICT based source. - To use and find ICT based sources of information. - Use simple searches to find information - Select relevant information that matches requirement of given task from a variety of different ICT sources.
Term 4	Developing, Presenting and Communicating information **(Excel)**	- Enter and edit information for a simple given purpose - Enter, edit and format information, including text, numbers or other digital content, to achieve the required outcome - Process and display numerical data in a graph or chart. - Enter, sort and search data records.
Term 5	Developing, Presenting and Communicating information **(Email)**	- Use ICT based communication - Read, send and receive electronic messages. - Use contacts to send an electronic message to specific person. - Send an email with an attachment. - Demonstrate the understanding to stay safe and respect others when using ICT based communication.
Term 6	Using ICT Developing, Presenting and Communicating information Finding and Selecting Information	- Combine information within a document for a familiar audience and purpose. - Opportunities for overlearning focusing on individual areas of development.

Corby Business Academy

Big Ideas:	Individual Need:
Using ICT, Finding and Selecting Information and developing, presenting and communicating information.	Students will access varying amounts of the big ideas content and ICT programs dependent on individual need.

Unit Provision: 4B ICT Curriculum Learning Journey 2021 – 2022

Term	Unit	Objectives
Term 1	Using ICT	- Interact with ICT for a given purpose - Manage information storage area using files and folders within a user's area - Use Microsoft Office including Microsoft Teams - Follow recommended safe practices e.g. minimising physical stress, keep information secure, understand the need to stay safe
Term 2	Developing, Presenting and Communicating information	- Enter and edit information for a simple given purpose. - Enter and develop different types of information to meet given needs. - Bring together two or more given types of information - Enter and develop and refine information using appropriate software to meet the requirements of straightforward tasks. - Evaluate own use of ICT tools - Demonstrate how to create, use and main secure passwords. - Demonstrate how to minimise the risk of computer viruses
Term 3	Finding and Selecting Information	- To find given information from an ICT based source. - To use and find ICT based sources of information. - Use simple searches to find information - Select relevant information that matches requirement of given task from a variety of different ICT sources.
Term 4	Developing, Presenting and Communicating information **(Excel)**	- Enter and edit information for a simple given purpose - Enter, edit and format information, including text, numbers or other digital content, to achieve the required outcome - Process and display numerical data in a graph or chart. - Enter, sort and search data records.
Term 5	Developing, Presenting and Communicating information **(Email)**	- Use ICT based communication - Read, send and receive electronic messages. - Use contacts to send an electronic message to specific person. - Send an email with an attachment. - Demonstrate the understanding to stay safe and respect others when using ICT based communication.
Term 6	Using ICT Developing, Presenting and Communicating information Finding and Selecting Information	- Combine information within a document for a familiar audience and purpose. - Opportunities for overlearning focusing on individual areas of development.

Big Ideas:	**Individual Need:**
Using ICT, Finding and Selecting Information and developing, presenting and communicating information.	Students will access varying amounts of the big ideas content and ICT programs dependent on individual need.