

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

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:**

Using ICT, Finding and Selecting Information and developing, presenting and communicating information.

Individual Need:

Students will access varying amounts of the big ideas content and ICT programs dependent on individual need.