



Unit Provision KS4B ICT Curriculum Learning Journey 2022 –2023

Term 1	Using ICT	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	Developing, Presenting and Communicating information (Excel)	<ul style="list-style-type: none"> - 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 4	Developing, Presenting and Communicating information (Email)	<ul style="list-style-type: none"> - 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 5	Finding and Selecting Information	<ul style="list-style-type: none"> - 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 6	Using ICT Developing, Presenting and Communicating information Finding and Selecting Information	<ul style="list-style-type: none"> - 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.