



**Unit Provision 4C ICT**  
**Curriculum Learning Journey 2022 –2023**

<b>Term 1</b>	Using ICT	<ul style="list-style-type: none"> <li>- Interact with ICT for a given purpose</li> <li>- Manage information storage area using files and folders within a user’s area</li> <li>- Use Microsoft Office including Microsoft Teams</li> <li>- Follow recommended safe practices e.g. minimising physical stress, keep information secure, understand the need to stay safe</li> </ul>
<b>Term 2</b>	Developing, Presenting and Communicating information	<ul style="list-style-type: none"> <li>- Enter and edit information for a simple given purpose</li> <li>- Enter and develop different types of information to meet given needs</li> <li>- Bring together two or more given types of information</li> <li>- Enter and develop and refine information using appropriate software to meet the requirements of straightforward tasks</li> <li>- Evaluate own use of ICT tools</li> <li>- Demonstrate how to create, use and main secure passwords</li> <li>- Demonstrate how to minimise the risk of computer viruses</li> </ul>
<b>Term 3</b>	Developing, Presenting and Communicating information <b>(Excel)</b>	<ul style="list-style-type: none"> <li>- Enter and edit information for a simple given purpose</li> <li>- Enter, edit and format information, including text, numbers or other digital content, to achieve the required outcome</li> <li>- Process and display numerical data in a graph or chart</li> <li>- Enter, sort and search data records</li> </ul>
<b>Term 4</b>	Developing, Presenting and Communicating information <b>(Email)</b>	<ul style="list-style-type: none"> <li>- Use ICT based communication</li> <li>- Read, send and receive electronic messages</li> <li>- Use contacts to send an electronic message to specific person</li> <li>- Send an email with an attachment</li> <li>- Demonstrate the understanding to stay safe and respect others when using ICT based communication</li> </ul>
<b>Term 5</b>	Finding and Selecting Information	<ul style="list-style-type: none"> <li>- To find given information from an ICT based source</li> <li>- To use and find ICT based sources of information</li> <li>- Use simple searches to find information</li> <li>- Select relevant information that matches requirement of given task from a variety of different ICT sources</li> </ul>
<b>Term 6</b>	Using ICT Developing, Presenting and Communicating information Finding and Selecting Information	<ul style="list-style-type: none"> <li>- Combine information within a document for a familiar audience and purpose</li> <li>- Opportunities for overlearning focusing on individual areas of development</li> </ul>



**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.