Curriculum Overview

Subject: ICT

Term 1

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| **Year 7-11**  Learning the school laptops  Recognising and using interface features.  Minimising physical stress when using the computer. | **Year 12 and extension work.**  **(also includes year 7-11 topics)**  Using computer hardware; correct start up and shut down procedures.  Using software applications for a purpose and to solve problems.  Input and output devices. |

Term 2

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| **Year 7-11**  Internet safety and security.  Keeping information safe using passwords | **Year 12 and extension work.**  **(also includes year 7-11 topics)**  Changing simple software settings  Opening and saving files.  Using and changing passwords. |

Term 3

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| **Year 7-11**  Working with text and recording information.  Using a word processing package.  Interpreting on screen information. | **Year 12 and extension work.**  **(also includes year 7-11 topics)**  Using search facilities (on the PC and online)  Using editing and formatting techniques.  Preparing documents for printing.  Inserting and removing media. |

Term 4

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| **Year 7-11**  Identifying and correcting simple errors.  Working with spreadsheets. | **Year 12 and extension work**  **(also includes year 7-11 topics)**  Entering, editing and formatting information including text, graphics, numbers or other digital content to achieve the required outcome.  Processing numbers to meet needs.  Check for accuracy and meaning.  Check suitability of information. |

Term 5

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| **Year 7-11**  Working with graphics in ICT.  Labelling an image.  Working with PowerPoint | **Year 12 and extension work.**  **(also includes year 7-11 topics)**  Insert and position graphics or other digital content to achieve a purpose. |

Term 6

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| **Year 7-11**  Receiving and opening electronic messages.  Email, audio messages, electronic greeting cards.  Working with publisher. | **Year 12 and extension work.**  **(also includes year 7-11 topics)**  Using contacts.  Understanding the need to stay safe and to respect others when using ICT-based communication. |