

Year 10 Curriculum Planning – ICT

	Autumn Term 1	Autumn Term 2	Spring Term 1	Spring Term 2	Summer Term 1	Summer Term 2
<p>Weekly focus</p> <p>Core Knowledge, Skills and Concepts</p>	<p>Functional skills level 1: Introduction to course</p> <ol style="list-style-type: none"> To know the name of the course you are studying To know and understand the purpose of the course and why its beneficial To know how you will be assessed on this course Complete a swot analysis of a topic of your choice Complete a SWOT analysis of your own ICT Knowledge <p>Assessment: Formative assessment through work books and feedback through yellow stickers and peer and self-assessment</p>	<p>Functional skills level 1: How to find information safely</p> <ol style="list-style-type: none"> Using internet safely Using Internet Browsers and Web Pages Safely Search Engines Searching for images and maps Internet Behaviour and Internet Safety Electronic communication <p>Assessment: Formative assessment through work books and feedback through yellow stickers and peer and self-assessment</p>	<p>Functional Skills Level 1: Sending and receiving emails</p> <ol style="list-style-type: none"> Sending and receiving emails Reading emails Replying to emails Forwarding emails Attaching files to emails Opening and saving attachments <p>Assessment: Formative assessment through work books and feedback through yellow stickers and peer and self-assessment</p>	<p>Functional Skills Level 1: Word Processing</p> <ol style="list-style-type: none"> Formatting text Formatting documents Tables Mail merge Graphics Word Processing tasks <p>Assessment: Formative assessment through work books and feedback through yellow stickers and peer and self-assessment</p>	<p>Functional Skills Level 1: Spreadsheets</p> <ol style="list-style-type: none"> Entering and editing data Formatting spreadsheets Formulas and functions Sorting and filtering Data Charts and graphs Charts and graphs <p>Assessment: Formative assessment through work books and feedback through yellow stickers and peer and self-assessment</p>	<p>Functional Skills Level 1: Presentations</p> <ol style="list-style-type: none"> Understanding presentations Making presentations Editing slides <p>Functional Skills Level 1: Exam preparation/Exams</p> <p>Assessment: Classwork will formatively be assessed and past papers will be produced. The final grade will be determined through Summative assessment through external exam</p>