

Curriculum Area: ICT

Subject Coordinator(s): Andrew Redman

Year group	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
7	Introduction to ICT. How to save and organise files. File Explorer, drives and folders. Good practice.	Letter to celebrity - use research and word processing skills to write and post letters to famous people.	IT Security for users - includes digital security, passwords, cyber-crime, copyright law and network security.	Visual media – graphics and photo editing using Paint.net and other software.	E-safety - includes cyber bullying, keeping yourself safe online and data protection.	Hardware – how computers work, internal components and storage.
8	Introduction to ICT. How to save and organise files. File Explorer, drives and folders. Good practice.	Letter to celebrity - use research and word processing skills to write and post letters to famous people.	IT Security for users - includes digital security, passwords, cyber-crime, copyright law and network security.	Visual media – graphics and photo editing using Paint.net and other software.	E-safety - includes cyber bullying, keeping yourself safe online and data protection.	Hardware – how computers work, internal components and storage.
9	Introduction to ICT. How to save and organise files. (Recap and reminder)	Letter to celebrity - use research/ word processing skills to write and post letters to famous people.	IT Security - includes digital security, passwords, cyber-crime, copyright law and network security.	Office skills – proficiency in Word, Excel, PowerPoint and Outlook.	E-safety - includes cyber bullying, keeping yourself safe online and data protection.	Internet, networks and email. WWW and internet skills, how to use email.
10	ECDL - Level 1 / 2 Various differentiated lessons including IT user fundamentals, email and the internet and level 1 and 2 office user skills.	ECDL - Level 1 / 2 Various differentiated lessons including IT user fundamentals, email and the internet and level 1 and 2 office user skills.	ECDL - Level 1 / 2 Various differentiated lessons including IT user fundamentals, email and the internet and level 1 and 2 office user skills.	ECDL - Level 1 / 2 Various differentiated lessons including IT user fundamentals, email and the internet and level 1 and 2 office user skills.	ECDL - Level 1/ 2 Various differentiated lessons including IT user fundamentals, email and the internet and level 1 and 2 office user skills.	ECDL - Level 1 / 2 Various differentiated lessons including IT user fundamentals, email and the internet and level 1 and 2 office user skills.
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