YEARS 4 & 5

AUTUMN 1	AUTUMN 2	SPRING 1	SPRING 2	SUMMER 1	SUMMER 2
ONLINE SAFETY	**THE PAINT PROJECT**	**THE PAINT PROJECT**	**THE WORD PROJECT**	**ONLINE RESEARCH**	**CODING**
You are to select one of the online safety projects. These can be adapted for your class (though please leave the orignal resources unedited). You can more onto one of the other online safety projects if needed. These projects can be found in your year group in the IT section on Moodle. There are also some here on the schools Shared Resources: R:\Teaching Staff\SUBJECTS\ICT\LOWER SCHOOL\ONLINE SAFETY	This project takes the pupils through a series of tasks using Paint. These tasks build on prior knowledge and produces numerous pieces of evidence of the pupils progress.	As The Paint Project has nine lessons you will need to continue into the SPG 1 term: - Introduction and brushes - Painting like an artist - Erasing mistakes - Painting photos - Emotions - Importing images - All techniques (assessment task)	Pupils will be completing a range of small tasks that will introduce them to some of the main tools in Microsoft Word. - Formatting text - Formatting images - Inserting images - Finish a poster (assessment task)	Pupils will be working online, learning how to use keywords in their searches and that not everything they see online is true or real.	Pupils will be completing an online coding course at code.org. This course will give them the basics of computer coding & problem solving.

KEY IT SKILLS	KEY IT SKILLS	KEY IT SKILLS	KEY IT SKILLS	KEY IT SKILLS
Learning to log onto the school computer system. Using the mouse/developing mouse skills. Developing keyboard skills. A basic understanding of online safety. Awareness of: personal information, strangers and being kind online	Continue to build on basic IT skills (logging on, using a mouse, keyboard skills). Using imaging software (Paint). Learning to use a range of tools within the software.	Continue to build on basic IT skills (logging on, using a mouse, keyboard skills) Using word processing skills, using the tools within the software.	Continue to build on basic IT skills (logging on, using a mouse, keyboard skills) Using a web browser to views specific websites. Starting to learn that not everything online is true or real.	Continue to build on basic IT skills (logging on, using a mouse, keyboard skills) Using The Hour of Code online resources to develop pupils problem solving skills

KEYWORDS	KEYWORDS	KEYWORDS	KEYWORDS	KEYWORDS
Username	Paint	Word	Online	Blocks
Password	Image	Page	Website	Character
Logging in	Brushes	Print	Safe	Instructions
Online	Shapes	Save	Unsafe	Up
Safety	Open	Open	Search	Down
Strangers	Save	Bold	Reliable	Turn
Internet	Text	Underline	Screen time	Left
Being kind	Undo	File	Browse	Right
Personal Information	Redo	**MAIN ASSESSMENT TASK**	**MAIN ASSESSMENT TASK**	**MAIN ASSESSMENT TASK**
MAIN ASSESSMENT TASK	Drag	A staying safe online poster using Word	TBA	Coding challenge task and a completed Coding certificate
PICK ONE ONLY	Folder			
Face masks	**MAIN ASSESSMENT TASK**			
Helping hand picture	A washing hands poster using Paint			
Image of being safe online				
What would Smartie do?				

THEME/OVERVIEW

THEME/OVERVIEW

AUTUMN 1	AUTUMN 2	SPRING 1	SPRING 2	SUMMER 1	SUMMER 2
ONLINE SAFETY	**THE PAIGNTON ZOO PROJECT**	**THE PAIGNTON ZOO PROJECT**	**THE MINIONS PROJECT**	**THE MINIONS PROJECT**	**CODING**
You are to select one of the online safety projects. These can be adapted for your class (though please leave the orignal resources unedited). You can more onto one of the other online safety projects if needed. These projects can be found in your year group in the IT section on Moodle. There are also some here on the schools Shared Resources: R:\Teaching Staff\SUBJECTS\ICT\LOWER SCHOOL\ONLINE SAFETY	Pupils will be learning new IT skills and embedding previous skills competing a range of tasks based in and around Paington Zoo. As ther are five tasks this project will need a full term to complete. The tasks for this project are: - Online research - Draw the habitat (Paint) - Animation (PowerPoint) - Database (Excel) - Poster (Word)		Pupils will be building on and practising their IT skills by completing a set of IT based tasks. The the theme is planning a Minions party. The tasks for this project are: - Party invitations including email - Fancy dress - The Life of Gru - Party Budget - Party poster		Pupils will be completing an online coding course at code.org. This course will give them the basics of computer coding & problem solving.
	THE PAINT PROJECT	**THE WORD PROJECT**	**THE PAIGNTON ZOO PROJECT**	**THE PAIGNTON ZOO PROJECT**	
	This project takes the pupils through a series of task using Paint. These task build on prior knowledge and produces numerous pieces of evidence of the pupils progress. - Introduction and brushes - Painting like an artist - Erasing mistakes - Painting photos - Emotions - Importing images - All techniques (assessment task)	Pupils will becompleting a range of small tasks that will introduce them to some of the main tools in Microsoft Word. - Formatting text - Formatting images - Inserting images - Finish a poster (assessment task)	See column C & D		

KEY IT SKILLS	KEY IT SKILLS		KEY IT SKILLS		KEY IT SKILLS
To log onto the school computer system. Use the mouse/developing mouse skills. Develop keyboard skills. Have an understanding of online safety. Awareness of: personal information, strangers and being kind online	To build upon skills taught using imaging software by learning to use the tools within the software.		To build upon skills taught using word processing software. To use the keyboard with two hands. To format the text. To save		Continue to build on basic IT skills (logging on, using a mouse, keyboard skills) Using The Hour of Code online resources to develop pupil's problem solving skills

KEYWORDS	KEYWORDS		KEYWORDS		KEYWORDS
Username	Paint		Word		Blocks
Password	Image		Page		Character
Logging in	Brushes		Print		Up
Online	Shapes		Bold		Down
Safety	Open		Underline		Turn
Strangers	Save		Save		Instructions
Internet	Text		Open		Program
Being kind	Folder		File		Left
Personal Information	Undo		Select		Right
MAIN ASSESSMENT TASK	Redo		**MAIN ASSESSMENT TASK**		Algorithm
PICK ONLY ONE:	Drag		Task 5: Party Poster		**MAIN ASSESSMENT TASK**
Online Information Poster	**MAIN ASSESSMENT TASK**				Coding challenge task and a completed Coding certificate
Online Safety Poster	**Task 4: Paignton Zoo Poster**				
Personal Info profile					
Staying Safe Quiz					
The Internet Challenge					
What would you do? Task					

YEAR 7

AUTUMN 1	AUTUMN 2	SPRING 1	SPRING 2	SUMMER 1	SUMMER 2
ONLINE SAFETY	**EMAIL**	**LEGO BATMAN**	**LEGO BATMAN**	**ONLINE RESEARCH**	**CODING**
You are to select one of the online safety projects. These can be adapted for your class (though please leave the orignal resources unedited). You can more onto one of the other online safety projects if needed. These projects can be found in your year group in the IT section on Moodle. There are also some here on the schools Shared Resources: R:\Teaching Staff\SUBJECTS\ICT\LOWER SCHOOL\ONLINE SAFETY	Pupils will learn what emails are, why they are used & how to use them correctly (ie no text talk or slang, good nequette). The resources can be found here: R:\Teaching Staff\SUBJECTS\ICT\EMAIL	Pupils will be learning new IT skills and embedding previous skills competing a range of tasks based on Lego Batman. As there are three/four tasks this project will need a full term to complete. These tasks are: - Make your own superhero/Hero values (Paint) - Hero Identity (HWK) - Hero Database (Excel) - Hero Poster (Word) **POKEMON GO** **POKEMON GO** Pupils will be learning new IT skills and embedding previous skills competing a range of tasks based on Pokemon Go. As there are four tasks this project will need a full term to complete. These tasks are: - Team Task (Paint/PPT) - Create a Pokemon (Paint/PPT) - Create a Pokedex (Excel) - Plan an Event (Publisher)		Pupils will be working online, learning how to use keywords in their searches and that not everything they see online is true or real.	Pupils will be completing an online coding course at code.org. This course will give them the basics of computer coding & problem solving.
KEY IT SKILLS	**KEY IT SKILLS**	**KEY IT SKILLS**		**KEY IT SKILLS**	**KEY IT SKILLS**
To independently log onto the school computer system. Use the mouse or trackpad correctly. Develop keyboard skills using two hands. Have an understanding of online safety, personal information, stranger danger and being kind online	Build on the prior skills. Use word processing skills to write and send a formal email. Use attachments. Take onboard the teacher's feedback to edit an email.	Build on prior skills. Use the copy and paste keyboard functions efficiently. To import a picture across different software. Manipulate cells within Excel to create a database to organise information.		Using a web browser to views specific websites. To understand that not everything online is true or real.	Using The Hour of Code online resources to develop pupil's problem solving skills
KEYWORDS	**KEYWORDS**	**KEYWORDS**		**KEYWORDS**	**KEYWORDS**
Internet	Email	Copy	Bold	Online	Blocks
Password	To	Paste	Underline	Website	Character
Username	From	Information	Insert	Search	Turn
Logging in	Send	Website	font size	Safe	Forward
Being kind	Reply	Font colour	text box	Unsafe	Backward
Strangers	Email address	Format tools	Data	Browser	Left
Online	Delete	Labels	Crop	Screen time	Right
Personal Information	Spell check	Sort	Footer	Bookmark	Program
Safety	Netiquette	spreadsheet	Shapes	Reliable	Instructions
Cyberbullying	Inbox	Database	Select all	Trusted Source	Loop
Privacy	Subject	Italic	White space	Click bait	Repeat
Report	Attachment	bmp, jpg/jpeg, png	Word Art	Search engine	90° (turn)
Confidential	Sent items				Algorithm
E-safety	**MAIN ASSESSMENT TASK**	**MAIN ASSESSMENT TASK**		**MAIN ASSESSMENT TASK**	**MAIN ASSESSMENT TASK**
MAIN ASSESSMENT TASK	Email screenshots	Pokemon database		TBA	Coding challenge task and a completed Coding certificate
Online Safety Poster					

YEAR 8

AUTUMN 1	AUTUMN 2	SPRING 1	SPRING 2	SUMMER 1	SUMMER 2
ONLINE SAFETY	**EMAIL**	**1ST GEAR & LE FASHION**	**1ST GEAR & LE FASH**	**ONLINE RESEARCH**	**Coding**
You are to select one of the online safety projects. These can be adapted for your class (please leave the orignal resources unedited). You can move onto one of the other online safety projects if needed. These projects can be found in your year group in the IT section on Moodle. There are also some on the schools Shared Resources here: R:\Teaching Staff\SUBJECTS\ICT\MIDDLE SCHOOL) ONLINE SAFETY	Pupils will learn what emails are, why they are used & how to use them correctly (ie no text talk or slang, good nequette). The resources can be found here: R:\Teaching Staff\SUBJECTS\ICT\EMAIL	Pupils will be learning new IT skills and embedding previous skills competing a range of tasks based planning an event for either 1st Gear or Le Fashion - pupils will choose which one. As there are five tasks this project will need a full term to complete. These tasks are: Design a logo (Paint) - Tickets (Publisher) - Show Costs (Ecxel) - Stage Screen (PPT) - VIP Letter (Word)	-	Pupils will be working online, learning how to use keywords in their searches and understand that not everything they see online is true or real - fake news.	Pupils will be creating a Shark & Fish game using Scratch. They can then design & create their own computer game in Scratch or create a game using Kodu.

KEY IT SKILLS

KEY IT SKILLS	KEY IT SKILLS	KEY IT SKILLS		KEY IT SKILLS	KEY IT SKILLS
Knows what unsafe online looks like	Can log onto the school email independently	Designing a logo: knows what makes a good logo		Can search online using keywords	Can predict what comes next in a short piece of code
Can explain what cyberbullying is	Can write and send an email using good netiquette	The Poster: can create a poster that includeds all the required elements and use of the basic tools		Knows what fake news means	Can use the features of of the software to make a character move
Knows what to do is they feel unsafe online	Can send an attachment	Show Costs: able to enter data into a spreadsheet, can use some simple formatting tools and basic formula		Knows that not everything they see online if real or true	To begin to understand that you need to be precise when sequencing instructions
		Peer Feedback: understands WWW (what went well) and EBI (even better if)			

KEYWORDS

KEYWORDS	KEYWORDS	KEYWORDS		KEYWORDS	KEYWORDS
Online	email (electronic mail)			Online	Coding/code
password	send			New tab	Programming
stranger	receive	Logo:	logo, design, colour scheme, simple	Close tab	Stage
safe	subject			search bar	Blocks
Online safety	reply			Cyberbullying	Sprites
Internet	inbox	Poster:	Word, logo, white space, format tools (bold, underline, page border, font size, colour & style)	Fake news	Costumes
Cyberbullying	compose			Internet	Bugs
e-safety	sent box			Address bar	Scripts
	reply all	Spreadsheet:	Excel, spreadsheet, format tools (cell lines, bold, underline, font size, colour & style)	Search tools	Events
MAIN ASSESSMENT TASK	cc			Homepage	Controls
STAYING SAFE ONLINE: What would you do? Task (HA, MA, LA)	Netiquette			Trusted source	Variable
	bcc			Grooming	**MAIN ASSESSMENT TASK**
	Attachment			Clickbait	Scratch Challege Task sheet
	Directory /address book	Peer Feedback:	what went well (www) and even better if (ebi)	World Wide Web (WWW)	
	MAIN ASSESSMENT TASK			Bookmark bar	
	Six printed emails evidencing the 6 tasks			Oversharing personal information	
				Online preditors	
				Phishing	
		MAIN ASSESSMENT TASK		**MAIN ASSESSMENT TASK**	
		Poster: that includes the logo		Fake News Task	
		My Spreadsheet PPT: to include print screens of each completed task (print 2 slides per page)			

YEAR 9

	AUTUMN 1	AUTUMN 2	SPRING 1	SPRING 2	SUMMER 1	SUMMER 2
	Functional Skills		**Digital images: WotW**	**Digital images: AoT**	**IT OCR Unit 36**	
THEME/OVERVIEW	Pupils will be preparing to take the IT Functional Skills exam. They will start by completing an assessment task. This will inform what level exam they will be entered for: Entry Level 1, 2 or 3.	Pupils will continue to work towards passing their function skills exam. They will be able to complete a number of past papers and will take part in a mock exam.	Pupils will be creating their own alien invasion images based on War of the Worlds and using Photoshop	Pupils will continue to develop their Photoshop skills by creating a gif based on Attack on Titan	UNIT 36: DIGITAL IMAGES. Pupils will start the IT OCR course. This course will continue during years 10 & 11. They will start with UNIT 36. Pupils will research, plan, design and create the front cover for a Nintendo DS game.	

KEY IT SKILLS

To be able to access all the required IT resources for the exam: log on, software, usb memory stick, email	To search online for suitable images using keywords. To be able to save and retreive the images.	To be able to create, modify and layout images using imaging software
Excel: enter data/info into a spreadsheet, use the Autosum function and be able to print correctly	To be able to use the following tools in Photoshop: **Hue & Saturation**, **Move Tool**, **Magic Wand**, **Animation**, **Magnetic Lasso Tool**, **Eraser**.	To be able to use basic tools within the imaging software
Word: select the correct information to insert into a poster, add an image from online, use a range of format tools and check work is correct.	To be able to make good use of and understand the use of layers within Photoshop	To use peer and teacher feedback to make improvements
Email: access a password sent via email, to create a new email, add information to the email, send and then print the reply.	To be able to animate sections of their image and save it as a GIF	

KEYWORDS

software - Excel, Word, Email, USB memory stick, suitable place, password protected		**Photoshop**	**Photoshop**	**Designs or images**	**File formats for designs & images**
Online safety poster	**Flaming, cyberbullying, cyberflashing, doxxing, cybersecurity, phishing, pharming, sadfishing, fabotage**	**Move Tool**	**GIF**	**Prepare images**	**Store & retrieve**
		Magic Wand	**Move Tool**	**Copyright contraints**	**Create designs & images**
		Hue & Saturation	**Magic Wand**	**Combine information**	**Manipulate & editing techniques**
		Magnetic Lasso	**Hue & Saturation**	**Context for designs & images**	**Check designs & images**
Excel:	cell	**Eraser**	**Animation**	**Designs or images**	**File formats for designs &**
	Autosum, landscape	**Layers**	**Magnetic Lasso**	**Prepare images**	**Store & retrieve**
	spreadsheet, formula, gridlines	**MAIN ASSESSMENT TASK**	**Eraser**	**Copyright contraints**	**Create designs & images**
		My Photoshop Project PPT	**Layers**	**Combine information**	**Manipulate & editing techniques**
Word:	bold, underline, insert		**Frames**	**Context for designs & images**	**Check designs & images**
	borders, font colours &		**MAIN ASSESSMENT TASK**	**Designs or images**	**File formats for designs & images**
	alignment, font styles		**My Photoshop Project** PPT	**Prepare images**	
				Copyright contraints	**Store & retrieve**
Email:	Office 365, To, send, reply, Insert, subject, contacts			**Combine information**	**Create designs & images**
				images	**Manipulate & editing**
					Check designs & images

MAIN ASSESSMENT TASK

To assess entry level: **Online Safety Poster**
Successfully passed **Entry Level 1, 2 or 3 exam**

MAIN ASSESSMENT TASK

Unit 36 Imaging Software booklet & accompanying task sheets

YEAR 10

AUTUMN 1	AUTUMN 2	SPRING 1	SPRING 2	SUMMER 1	SUMMER 2
UNIT 58		**UNIT 33/34**		**UNIT 39**	

During this term pupils will be focusing on developing their presentation skills by completing the IT OCR unit 58 Presentation Software. This unit will expand on pupils previous presentation skills and help them master some of the more professional techniques. Pupils will learn how to complete a project for a specific target audience, use a wide range of tools within the software to cater for their target audience, whilst keeping the laws concerning copyright in mind.	As email is now an essential tool in all aspects of life this term pupils will be focusing on developing their email skills by completing the IT OCR Unit 33 (Unit 34 for higher ability pupils) Using Emails. These skills will take them beyond just simply being able to send an email. Pupils will learn to use several software tools to compose and send emails successfully. They will be looking at netiquette and how to write formal emails. Pupils will also learn how to keep themselves safe when using email and how to manage incoming emails effectively.	During this term pupils will be focusing on developing their Internet skills by completing the IT OCR Unit 39 Using the Internet. This unit will build on pupils previous learning and help them master some of the skills and techniques used by IT professionals. Pupils will learn how to connect to the Internet, how to make the most of their browser settings to surf the Internet easily, effectively and safely. Surfing the Internet may expose pupils to online dangers. In this unit pupils will learn how to identify threats, reduce risk, keep personal information safe and stay within the law. They will look at 'fake news,' learning how to assess information online for accuracy, relevance and bias

IT(Q) IT USER SKILLS COURSEWORK

KEY IT SKILLS

To be able to use a range of basic tools within the presentation software	To be able to send, receive and store emails safely and securely	To understand and use basic Internet connection methods
To use a combination of media (images, animation and sound) for education, entertainment and information sharing.	To be able to use a range of basic email tools	To work safely and securely online
To create an effective and suitable presentation.	Can carry out straightforward and routine activites within the email application	To make best use of browser software tools and search techniques, retrieving and exchanging information online.

KEYWORDS

Types of information	Edit presentation	Compose and format an email	Address book	Connection methods	Submit Information
Constraints on content	Format slides	Send email	Guidelines & procedures	Browser Tools	Threats to system performance
Combine information	Present slides	Receive email	Email responses	Browser settings	Threats to information security
Store and retrieve	Prepare slides	Stay safe	Organise & store emails	Search Techniques	Safety precautions
Slide structure	Check presentation	Compose and format an email	Address book	Information requirements	Threats to user safety
Types of information	Edit presentation	Send email	Guidelines & procedures	References	Information security
Constraints on content	Format slides	Receive email	Email responses	Download information	Minimise risk
Combine information	Present slides	Stay safe	Organise & store emails	Communicate Information	Laws, guidelines and procedures
Store and retrieve	Prepare slides	Compose and format an email	Guidelines & procedures	Share Information	Connection methods
Slide structure	Check presentation	Message size	Automate responses	Browser Tools	Share Information
Types of information	Format slides	Send email	Organise & store emails	Browser settings	Submit Information
Constraints on content	Present slides	Stay safe	Email problems	Search Techniques	Threats to system performance
Combine information	Prepare slides	Address book		Information requirements	Threats to information security
Slide structure	Check presentation			References	Safety precautions
Edit presentation				Download information	Threats to user safety
				Communicate Information	Information security
				Laws, guidelines and procedures	Minimise risk
				Connection methods	Submit Information
				Browser Tools	Threats to information security
				Browser settings	Threats to information security
				Search Techniques	Safety precautions
				Information requirements	Threats to user safety
				References	Information security
				Download information	Minimise risk
				Communicate Information	Laws, guidelines and procedures
				Share Information	

MAIN ASSESSMENT TASK

(Autumn) Unit 58 Presentation Software booklet & accompanying task sheets

(Spring) Unit 33/34 Using Email booklet & accompanying task

(Summer) Unit 39 Using Email booklet & accompanying task sheets

YEAR 11

AUTUMN 1	AUTUMN 2	SPRING 1	SPRING 2	SUMMER 1
UNIT 1/2 Using IT to Improve Productivity		**UNIT 33/34 Using Email**		**REVIEW & CHECK**
Unit 1 (or Unit 2 for higher ability) Improving Productivity. To complete the unit pupils must plan, carry out and review an IT project. The scenario for this unit is based on creating an online safety campaign for younger members of the school. As well as planning, pupils will be required to carry out market research, create advertising material and design a logo. They will learn how to use the appropriate IT systems and tools to successfully complete the task as well as how to effectively review and improve their work.		As email is now an essential tool in all aspects of life this term pupils will be focusing on developing their email skills by completing the IT OCR Unit 33 (Unit 34 for higher ability pupils) Using Emails. These skills will take them beyond just simply being able to send an email. Pupils will learn to use several software tools to compose and send emails successfully. They will be looking at netiquette and how to write formal emails. Pupils will also learn how to keep themselves safe when using email and how to manage incoming emails effectively.		Pupils will be spending time reviewing all the units and the coursework making sure that they are all fully completed. They will also be completing the accompanying unit checklists in preparation for the work being sent away to the exam board.

KEY IT SKILLS (Autumn)

- To be able to plan their use of predifined or commonly used IT tools
- To be able to review their use of predifined or commonly used IT tools
- To be able to identify ways of working to improve productivity (automated methods or alternative ways)

KEY IT SKILLS (Spring)

- To be able to use email software safely and securely.
- To be able to use email software to send, receive and store messages
- To be able to use a range of email software tools for straightford or routine activites

KEY IT SKILLS (Summer)

- To be able to review feedback from my teacher and use the feedback to improve my work
- To be able to review previous work and identify what is missing

KEYWORDS (Autumn)

Methods	legal/local guidelines
Purpose	Automated routines
Plan	Review outcomes
Reasons for choosing IT	IT tools selection
IT systems	Strengths & weaknesses
Software applications	Improvements to work
Methods	legal/local guidelines
Purpose	Automated routines
Plan	Review outcomes
Reasons for choosing IT	Evaluate
IT systems	IT tools selection
Productivity	Strengths & weaknesses
Software applications	Improvements to work
Plan	IT tools selection
Factors that may affect the task	Strengths & weaknesses
	Improvements to work
Reasons for choosing IT	Review outcomes
Software applications	Ways to improve productivity and efficiency
legal/local guidelines	
Review use of IT tools	Develop solutions

KEYWORDS (Spring)

Compose & format emails	Address book
Send email	Guidelines & procedures
Receive email	Email responses
Stay safe	Organise and store e-mail
Compose & format emails	Address book
Send email	Guidelines & procedures
Receive email	Email responses
Stay safe	Organise and store e-mail
Compose & format emails	Address book
Message size	Guidelines & procedures
Send email	Email responses
Receive email	Organise and store e-mail
Stay safe	

KEYWORDS (Summer)

- Check
- Checklist
- Feedback
- Review
- Improve
- Evaluate
- Identify

MAIN ASSESSMENT TASK (Autumn)

Unit 1/2 Using IT to Improve Productivity booklet & accompanying task sheets

MAIN ASSESSMENT TASK (Spring)

Unit 1/2 Using IT to Improve Productivity booklet & accompanying task sheets

MAIN ASSESSMENT TASK (Summer)

Completed checklists for all Units

YEAR 12

THE UNIT AWARD SCHEME IS A COLLECTION OF INDIVIDUAL UNITS THAT ARE EASILY ACCESSIBLE TO PUPILS COVERING A WIDE RANGE OF TOPICS WITHIN ICT. THE UNITS HAVE BEEN COLLATED TO FORM PROJECTS. WITHIN EACH PROJECT PUPILS CAN COMPLETE ANY NUMBER OF THE UNITS WITHIN THE PROJECT. PUPILS WILL RECEIVE A CERTIFICATE FOR EACH SUCCESSFULLY COMPLETED UNIT.

IT(Q) IT USER SKILLS COURSEWORK

AQA AWARD SCHEME: SOFTWARE PROJECT	AQA AWARD SCHEME: WORKING ONLINE PROJECT	AQA AWARD SCHEME: COMMUNICATION PROJECT
To complete the project, pupils must demonstrate their ability to work with a range of software. Pupils will show knowledge of five different computer programs, using the Internet, staying safe and password security. Pupils will have organised files and folders, sent emails, researched online and uploaded content. Pupils will demonstrate the ability to create a range of documents, using a variety of tools within those documents and using spell checker throughout all documents.	In this project pupils will explore a range of tools, systems and media when working online. Pupils will need to demonstrate subject knowledge and understanding of online dangers, navigating social media safely and how to protect themselves and their finances on the Internet. Pupils will look at the impact of social media across all aspects of the modern world.	In this project pupils will be looking at the appropriate use of emails, with a focus on the work place. Pupils will look at best practise when using communication tools within the workplace, with a focus on good netiquette and professional conduct. Pupils will learn how to use various tools within the communication software such as address book, organising and storing email and various interface features.

KEY IT SKILLS	KEY IT SKILLS	KEY IT SKILLS
To be able to use MS Word, PowerPoint, Publisher, Paint and Excel	To work safely and securely online	To be able to use email software safely and securely.
To be able to use a wide range of tools within the five computer programs	To be able to create, use and keep secure a social media profile	To be able to use email software to send and receive emails using good netiquette
To be able to identify ways of working to improve the documents they have created	To understand the impact of a digital footprint	To be able to use a range of email software tools to compose emails for straightford or routine requirements

KEYWORDS

Microsoft Word	password security	E-Safety	Digital images	E-mail	Spell checker
Microsfot PowerPoint	spellchecker	Cyberbullying	Search engine	Send	Plan
Microsoft Excel	online research	Social Media	Audience	Attachment	Software
Microsoft Paint	Header & footer	Settings	Apps	Respect	Secure pasword
Microsoft Publisher	Text boxes	Social media profile	Profile	Professional	Search Engines
Software programs		Compare	Followers	Fake news	Format/Formatting
Format/Formatting	legal/local guidelines	Digital footprint	Target audience	Address book	Sign off
Format tools	Data	Budgeting	Platform	Netiquette	Applications
Content	Cells	Social networking	Brand	Copyright	Settings
IT tools selection	Template			Computer viruses	Relevence
Software applications	Bullet points			Paragraphs	Queries
Table	Transitions (slides)			Punctuation	Interface
Page orientation	Strengths & weaknesses			Grammar	Minimise risk
Formats	Digital Thesaurus			Salutation	Bias
Interface features	Search engines			Salutaion adieu	Accuracy
Functions	Formulae			Evaluate	Compose
Software applications	Key information				
legal/local guidelines	Sub categories				
Review use of IT tools	Improvements to work				
	Review outcomes				

MAIN ASSESSMENT TASK (Working Online)

UNIT 110562 DIGITAL EMPLOYABILITY SKILLS: E-SAFETY
UNIT 118940 USING THE INTERNET FOR LEISURE & SHOPPING
UNIT 110830 ICT: PLANNING A TRIP
UNIT 112242 MY LOCALITY
UNIT 114887 ICT (UNIT 8): INTERNET BASICS
UNIT 116389 USES OF ICT (UNIT 2)
UNIT 118938 RESEARCHING HEALTH SERVICES ONLINE

MAIN ASSESSMENT TASK (Communication)

UNIT 114875 USING EMAIL
UNIT 111204 WRITING AN EMAIL OF COMPLAINT
UNIT 76139 EMPLOYABILITY SKILLS: ICT LEVEL 1

MAIN ASSESSMENT TASK (Software)

UNIT 111375 STANDARD WAYS OF WORKING WITH EXCEL

UNIT 89266 WORD PROCESSING: CREATING A NON-FICTION
UNIT 114871 PRESENTATION SOFTWARE
UNIT 117247 USING ANIMATION, VIDEO AND AUDIO IN POWERPOINT
UNIT 117386 USING DESKTOP PUBLISHING SOFTWARE
UNIT 118939 INTRO TO MICROSOFT OFFICE PROGRAMS

YEAR 13

AUTUMN 1	AUTUMN 2	SPRING 1	SPRING 2	SUMMER 1	SUMMER 2

AQA AWARD SCHEME: EMPLOYABILITY PROJECT

For this project, pupils will be looking at the use of technology within the workplace, learning how to use, access and set up the applications, equipment and resources that can be most commonly found in a workplace. Pupils will learn how to efeectivly use a photocopier, an IT system, software applications, interface features, as well as health and safety issues and how to minimise them. Pupils will gain experience using tools for online meeting and calls and convient ways in which to use technology to share documents and files.

AQA AWARD SCHEME: A HEALTHY RELATIONSHIP WITH TECHNOLOGY

For this project pupils will look at the use of technology, the impact of technology on our lives and how to maintain a healthy relationship with technology. Pupils will highlight the dangers that can be found when working online and will establish the rules and guidlines that can help users stay safe. Pupils will look at basic copyright laws and the right of ownership. They will also take a closer look at social media, its impact on society, how to safely manage a social media profile and how to manage online relationships.

AQA AWARD SCHEME: WORKING WITH DIGITAL IMAGES

For this project, pupils will be using various software to edit, manipulate and create digital images. Pupils will work with a range of image format types using Photoshop, Paint and Pixlr. They will look at adjusting colour-ways, filters and layers as well as using a range of tools within each software.

KEY IT SKILLS

To be able to plan their use of predifined or commonly used IT tools	
To be able to use a range of IT reszources to complete a task	
To be able to identify and solve a range of IT problems	

KEY IT SKILLS

To be able to work safely and securely online	
To effectively manage online relationships in a healthy way	
To be able to identify and understand the impact technology has on our lives	

KEY IT SKILLS

To be able to create and edit using some of the basic tools within the software	
To be able to use a range of tools within the software to edit, adjust and manipulate than image.	
To be able to edit, manipulate and create images across a number of software applications	

KEYWORDS

Photocopier	Passwordsz	Relationship	Social Media	Paint	Copyright
IT/computer systems	Calculate	Technology	Impact	jpg/jpeg	Eraser tool
Secure	Spellchecker	Online safety	benefits/positives	Photoshop	File format
Hardware	Email	Copyright	risks/negatives	Lasso tool	png
Software	mute/unmute	Followers		Design Brief	Copyright constraints
Storage media	Copyright	Ownership	Respect	Pixlr	Manipulate
IT systems	Chat	Communicate	Content	Contrast	Multi-layered
Formatting	Microsoft Teams	Profile		Hue	Flattern image
Zoom	Passcode	Debate	Permissions	Saturation	Adjustment layer
Formatting	Google Docs	Brand	Platforms		
Interface features	Share screen	Audience			
Morph transition	Virtual background				
Manipulate	Webinar				
Collaborative					

MAIN ASSESSMENT TASK (Summer)

UNIT 105819 INTRODUCTION TO PHOTOSHOP
UNIT 116548 INTRODUCTION TO IMAGE MANIPULATION
UNIT 114872 ICT: IMAGING SOFTWARE
UNIT 114474 INTRODUCTION TO USING PNG

MAIN ASSESSMENT TASK (Spring)

UNIT 118967 A HEALTHY RELATIONSHIP WITH TECHNOLOGY
UNIT 118873 ICT: BASIC COPYRIGHT AND OWNERSHIP
UNIT 117222 ICT: BASIC ONLINE RELATIONSHIPS
UNIT 118797 USING TECHNOLOGY TO PLAN AND MAKE
UNIT 115410 MEDIA: CREATING A SOCIAL MEDIA PROFILE
UNIT 111124 UNDERSTANDING THE IMPACT OF SOCIAL MEDIA

UNIT 108674 SOCIAL MEDIA

MAIN ASSESSMENT TASK (Autumn)

UNIT 108050 OFFICE SKILLS: USING A PHOTOCOPIER WITH
UNIT 114884 ICT: UNDERSTANDING IT
UNIT 114568 EMPLOYABILITY SKILLS: ICT

UNIT 117263 FUNCTIONAL ICT SKILLS
UNIT 114963 USING MICROSOFT ZOOM FOR
UNIT 118674 USING MICROSOFT TEAMS FOR
UNIT 117833 USING GOOGLE DOCS FOR COLLABORATIVE WORK