

ICT 4A: Programme of Study 2018-2019

Term	Wk	W/C	Theme	Topic	Assessment Objectives	Notes
Autumn 1	1	3/9/18	Theme 1 Ambition (decision making/ leadership skills)	Searching and sharing information	Use search engine techniques to find specific information on the internet	Monday: Training Day Tuesday: New students in Wednesday: All students in
	2	10/9/18			Use and organise bookmarks/favourites	
	3	17/9/18			Select, capture and store graphics and text in compliance with copyright	
	4	24/9/18			Use non-internet based sources to find information, i.e. Local area network, wireless area network, CD-ROMs	
	5	1/10/18	Theme 2 Rule of Law (responsibility)		Evaluate validity of information	
	6	8/10/18			Reference all information copied/sourced	
	7	15/10/18			Store electronic information	Friday: Training Day
	8	22/10/18			Use email to communicate with others in business contexts	
					Half Term	

ICT 4A: Programme of Study 2018-2019

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Autumn 2	9	5/11/18	Theme 3 Optimism (learning from mistakes)	Introduction to spreadsheets	Import/open csv files and save in an appropriate file type Enter title, column headings and row labels Enter/import data Insert and delete rows/columns Change/amend data in cells Amend formulae Change data to model outcomes Search data Sort data Create graphs Printing data from spreadsheets	
	10	12/11/18				Friday: Data Point Deadline
	11	19/11/18				
	12	26/11/18				
	13	3/12/18	Theme 4 Tolerance (political and cultural awareness)			
	14	10/12/18				
	15	17/12/18				Friday: Christmas Holidays
			Christmas			
Spring 1	16	7/1/19	Theme 5 Devotion (work ethic)	Introduction to databases	Create flat file (single table) databases Editing databases Printing databases	
	17	14/1/19				
	18	21/1/19				
	19	28/1/19				
	20	4/2/19	Theme 6 Versatility (flexibility and			
	21	11/2/19				

ICT 4A: Programme of Study 2018-2019

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			adaptability)			
Half Term						
Spring 2	22	25/2/19	Theme 7 Compassion (communication skills)	Creating and structuring documents	Import txt and rtf files and save in an appropriate file type to retain formatting Use tools and facilities appropriate to the software Proof read documents to detect errors not corrected by automated checkers available within the software used, i.e. Spelling, grammar, design checkers. Use headings, subheading and body text Use widows and orphans Use white space Use case, i.e. Capitals and lower case and how to use it consistently Use spacing before and after punctuation, bullets and numbered lists Use line, paragraph and page breaks and how to use it consistently Auto date format, i.e. English uk Inserting automatic fields, i.e. Date and document information.	Monday: Training Day
	23	4/3/19				Careers Week
	24	11/3/19				Friday: Data Point Deadline
	25	18/3/19				
	26	25/3/19				
	27	1/4/19	Theme 8 Innovation (problem solving/ critical thinking skills)			
Easter						

ICT 4A: Programme of Study 2018-2019

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Summer 1	28	22/4/19	Theme 9 Democracy (listening and teamwork skills)	Coursework	Be able to use techniques to search for, store and share information Be able to select and use software to handle data Be able to select and use software to communicate information for a business purpose Be able to use software tools to format information	Monday: Bank Holiday
	29	29/4/19				
	30	6/5/19				Monday: Bank Holiday Tuesday: Training Day
	31	13/5/19				
	32	20/5/19				
Half Term						
Summer 2	33	3/6/19	Theme 10 Respect (networking and interpersonal skills)	Coursework	Be able to use techniques to search for, store and share information Be able to select and use software to handle data Be able to select and use software to communicate information for a business purpose Be able to use software tools to format information	
	34	10/6/19				Wednesday: Data Point Deadline
	35	17/6/19				
	36	24/6/19				
	37	1/7/19	Theme 11 Individual Liberty (independence)			Thursday: Transition Day 1
	38	8/7/19				Thursday: Transition Day 2
	39	15/7/19				Activity Week

ICT 4A: Programme of Study 2018-2019

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	40	22/7/19				Wednesday, Thursday, Friday: Holiday Club
			Theme 12 Happiness (stress and conflict management)		Summer	