

ICT 4B: 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)	Keeping Safe and Secure	Entry Level 2 Use computer hardware Minimise physical stress Keep access information secure by using password Understand the need to stay safe Read, send and receive electronic messages Entry Level 3 Use correct procedures to start and shut down an ICT system Use input and output devices Open and save files Read, send and receive electronic messages Use contacts Understand the need to stay safe and to respect others when using ICT-based communication	Monday: Training Day Tuesday: New students in Wednesday: All students in
	2	10/9/18				
	3	17/9/18				
	4	24/9/18				
	5	1/10/18	Theme 2 Rule of Law (responsibility)			
	6	8/10/18				
	7	15/10/18				
	8	22/10/18				Friday: Training Day
Half Term						
Autumn 2	9	5/11/18	Theme 3 Optimism (learning from mistakes)	Creating presentations	Entry Level 2 Recognise and use interface features Use software applications for a purpose Use simple search facilities Enter and edit information for a simple given purpose	
	10	12/11/18				Friday: Data Point Deadline
	11	19/11/18				

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	12	26/11/18	Theme 4 <u>Tolerance</u> (political and cultural awareness)		Bring together two given types of information for viewing on screen Identify and correct simple errors Entry Level 3 Use software applications to meet needs and solve given problems Recognise and use interface features Change simple software settings Open and save files Know how to insert and remove media Search stored information Enter, edit and format information, including text and graphics to achieve the required outcome Insert and position graphics to achieve a purpose Bring together different types of information for a given purpose for viewing on screen Check for accuracy and meaning Check suitability of information	
	13	3/12/18				
	14	10/12/18				
	15	17/12/18				Friday: Christmas Holidays
			Christmas			
Spring 1	16	7/1/19	Theme 5 <u>Devotion</u> (work ethic)	Creating posters	Entry Level 2 Use software applications for a purpose	
	17	14/1/19				

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	18	21/1/19	Theme 6 Versatility (flexibility and adaptability)		Use simple search facilities Enter and edit information for a simple given purpose Use simple editing and formatting techniques Bring together two given types of information For print and for viewing on screen Identify and correct simple errors Entry Level 3 Use software applications to meet needs and solve given problems Search web-based sources of information Enter, edit and format information, including text and graphics or other digital content, to achieve the required outcome Insert and position graphics or other digital content to achieve a purpose Bring together different types of information for a given purpose for print Check for accuracy and meaning Check suitability of information	
	19	28/1/19				
	20	4/2/19				
	21	11/2/19				
Half Term						
Spring 2	22	25/2/19	Theme 7	Introduction to spreadsheets	Entry Level 2 Enter numbers into a spreadsheet Identify and correct simple errors	Monday: Training Day
	23	4/3/19				Careers Week

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	24	11/3/19	Compassion (communication skills)		Entry Level 3 Enter, edit and format information, including text, numbers or other digital content, to achieve the required outcome Process numbers to meet needs Check for accuracy and meaning	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		
Summer 1	28	22/4/19		Exam Practice/Exams	Be able to read and understand an exam paper Be able to complete exam tasks Be able to complete work under exam conditions	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	Creative Project	Be able to generate ideas for a creative project Be able to plan a creative project Be able to create content for a creative project	
	34	10/6/19	Respect (networking and			Wednesday: Data Point Deadline

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	35	17/6/19	interpersonal skills)		Be able to evaluate a creative project	
	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
	40	22/7/19				Wednesday, Thursday, Friday: Holiday Club
			Theme 12 Happiness (stress and conflict management)	Summer		