

## What are the aims and intentions of this curriculum?

The aim of our Year 9 Curriculum is to ensure that all students become competent and confident users of technological devices through attaining the necessary knowledge and skills. Furthermore, we aim to prepare students for the world of tomorrow.

Term	Topics	Knowledge and key terms	Skills developed	Assessment
Autumn 1	<b>Using ICT:</b> <ul style="list-style-type: none"> <li>Storage</li> <li>Passwords</li> <li>Viruses</li> <li>Microsoft Word</li> </ul>	<ul style="list-style-type: none"> <li>Work with files, folders and other media to access, organise, store, label and retrieve information</li> <li>Demonstrate how to create, use and maintain secure passwords</li> <li>Demonstrate how to minimise the risk of computer viruses</li> <li>Enter, develop and refine information using Microsoft Word software to meet specific requirements.</li> </ul> <p>Files, folders, storage, text, tables, graphics, records, numbers, charts, graphs or other digital content, virus, password, anti-virus.</p>	<ul style="list-style-type: none"> <li>Manage information storage</li> <li>Apply safety and security practices effectively in real-life situations</li> <li>Developing Exam practice and strategies for improvements.</li> </ul>	<ol style="list-style-type: none"> <li>On-going Worksheets</li> <li>Summative Test on topics covered.</li> <li>Past Paper Questions</li> <li>Online Quiz</li> <li>Teacher and peer assessment</li> <li>Give Feedback (WWW/EBI)</li> </ol>
Autumn 2	<b>The Internet:</b> <ul style="list-style-type: none"> <li>Internet Search</li> <li>Emails</li> </ul>	<ul style="list-style-type: none"> <li>Use search techniques to locate and select relevant information.</li> <li>Select information from a variety of ICT sources</li> <li>Read, send and receive electronic messages with attachments</li> </ul> <p>Demonstrate understanding of the need to stay safe and to respect others when using ICT-based communication.</p> <p>Engines, queries, email, attachments, contacts, Bcc, CC, Subject.</p>	<ul style="list-style-type: none"> <li>Use collaborative tools appropriately.</li> </ul>	<ol style="list-style-type: none"> <li>On-going Worksheets.</li> <li>Summative Test on topics covered.</li> <li>Past Paper Questions.</li> <li>Teacher and peer assessment</li> <li>Give Feedback (WWW/EBI)</li> </ol>

<b>Spring 1</b>	<b>Spreadsheets (1):</b> <ul style="list-style-type: none"> <li>• Entering Data</li> <li>• Using Spreadsheet Formulas</li> <li>• Sort and Filter Data</li> </ul>	<ul style="list-style-type: none"> <li>• Use field names and data types to organise information</li> <li>• Enter formulas using (+, -, *, /)</li> <li>• Use functions SUM, AVERAGE, COUNT, MAX and MIN</li> <li>• Enter, search, sort and edit records.</li> </ul> <p>Workbook, Worksheet, Cell, Columns, Cell Reference, Cell Range, Merged Cell, AutoSum, AutoFill, rows, formulas, sum, average, max, min, count, filter, sort.</p>	<ul style="list-style-type: none"> <li>• Process and analyse numerical data</li> <li>• Use spreadsheet formulas effectively.</li> <li>• Interpret data presented in a spreadsheet.</li> </ul>	<p>Past Paper Questions</p> <p>2. On-going Worksheets.</p> <p>Summative test</p> <p>4. Give Feedback (WWW/EBI) Teacher and peer assessment</p> <p>5. Give Feedback (WWW/EBI)</p>
<b>Spring 2</b>	<b>Spreadsheets (2)- Presentations:</b> <ul style="list-style-type: none"> <li>• Creating Charts in Excel</li> </ul>	<ul style="list-style-type: none"> <li>• Select and create appropriate charts and graphs.</li> <li>• Label graphs / charts to aid understanding</li> </ul> <p>Two-Way Table, Diagram, Pie Chart, Bar Chart, Line Graph, legends.</p>	<ul style="list-style-type: none"> <li>• Create charts with correct legends</li> <li>• Interpret charts</li> </ul>	<p>1. On-going Worksheets</p> <p>2. Summative Test on topics covered.</p> <p>3. Past paper Questions</p>
<b>Summer 1</b>	<b>PowerPoint Presentations:</b> <ul style="list-style-type: none"> <li>• Create Slides</li> <li>• Create Animations</li> <li>• Create Transitions</li> <li>• Insert audio/video</li> </ul>	<p>Slides, Slide show, Presentation, Template, Transition, Animation, audio, video</p>	<ul style="list-style-type: none"> <li>• Create and present information in ways that are fit for purpose and audience</li> </ul>	<p>1. On-going Worksheets</p> <p>2. Summative Test on topics covered.</p> <p>3. Past paper Questions</p> <p>4. Teacher and peer assessment</p> <p>5. Give Feedback (WWW/EBI)</p> <p>6. Oral Presentations</p>
<b>Summer 2</b>	Exam Revision	Past Papers	<ul style="list-style-type: none"> <li>• Developing Exam practice and strategies for improvements.</li> </ul>	<p>1. Exam Papers</p>