

### CURRICULUM OVERVIEW

Please contact your child's subject teacher or Head of Department for answers to subject related questions

SUBJECT	Core OCR	YEAR GROUP	10
---------	----------	------------	----

	Lesson Content	Subject Assessment Methods	Opportunities for Home Learning
HALF TERM 1	Unit 1 Task 1 Safe working practices when using ICT in a business environment Collect and prepare text about: <ul style="list-style-type: none"> <li>• Protecting health</li> <li>• Protecting physical safety</li> <li>• Protecting files from loss</li> <li>• Protecting files from unauthorised access</li> <li>• Protect files from unauthorised modification</li> <li>• Guidance on choosing strong passwords</li> </ul>	Assessed on the marking scheme from OCR Nationals. Text printed out and marked.	BBC GCSE Bitesize – ICT – Risks and Implications of ICT – Viruses  BBC GCSE Bitesize – ICT – Risks and Implications of ICT - Health and Safety  BBC GCSE Bitesize – ICT – Data, information and databases – Data security
HALF TERM 2	Unit 1 Task 2 Search for and store information from the Internet Use search engines and suitable search criteria find and collect information about different venues in the Middlesbrough area including: <ul style="list-style-type: none"> <li>• types of live music they put on</li> <li>• how they promote their business</li> <li>• the size of the venues ie how many people each venue holds</li> <li>• what days of the week they put shows on and what else they offer</li> <li>• if possible the range of entrance fees they charge</li> </ul>	Assessed on the marking scheme from OCR Nationals. Work is printed out and marked.	BBC GCSE Bitesize – ICT – Networks and Communications – The Internet  BBC GCSE Bitesize – ICT – The Legal Framework – Copyright  BBC GCSE Bitesize – ICT – The Legal Framework – The Computer Misuse Act  BBC GCSE Bitesize – ICT – The Legal Framework – The Data Protection Act

	<p>Different ideas for creating a logo to give the theatre its own identity</p> <p>Organise relevant websites into favourites folders</p> <p>Explain copyright issues</p> <p>Comment on trustworthiness and validity of each source</p>		
HALF TERM 3	<p>Unit 1 Task 3</p> <p>Design and create a business presentation to accompany a talk on the findings of your research</p> <p>Design and create a presentation (minimum 5 slides) introducing new employees to the company</p> <p>The presentation content to include:</p> <ul style="list-style-type: none"> <li>• text and graphics</li> <li>• slide transitions</li> <li>• animations</li> <li>• speaker notes</li> </ul> <p>consistency (master slide)</p> <p>Appropriate use of email in business</p> <p>Use of email in business covering:</p> <ul style="list-style-type: none"> <li>• creating and using an email signature</li> <li>• sending, receiving, saving and opening email attachments</li> <li>• multiple recipients</li> </ul>	<p>Assessed on the marking scheme from OCR Nationals. Presentation/work is printed out and marked.</p>	<p>BBC GCSE Bitesize – ICT – Software – Presentation software and web design</p> <p>Animations Sheet</p> <p>BBC GCSE Bitesize – ICT – Networks and Communications – Email</p> <p>Email Sheet</p> <p>Spam Sheet</p> <p>Response Sheet</p>

	<ul style="list-style-type: none"> <li>• use of forward and reply</li> <li>• using appropriate subjects and text in all emails</li> <li>• actions to reduce risks of opening email attachments</li> <li>• use of cc and bcc</li> <li>• setting priority</li> <li>• setting and using a spam filter</li> <li>• using an address book</li> <li>• setting an automatic response</li> </ul>		
HALF TERM 4	<p>Design, create and use a business spreadsheet</p> <p>Design, create and use a spreadsheet that will identify the costs involved in putting on a live music gig.</p> <p>The spreadsheet to include:</p> <ul style="list-style-type: none"> <li>• costs for bar staff</li> <li>• costs for door staff</li> <li>• costs for bouncers</li> <li>• costs of live band</li> <li>• costs of overheads</li> <li>• costs of cleaners</li> <li>• admission price for different group sizes</li> </ul> <p>The spreadsheet to use:</p> <ul style="list-style-type: none"> <li>• suitable formatting</li> <li>• formulas</li> </ul>	Assessed on the marking scheme from OCR Nationals. Work is printed out and marked.	<p>BBC GCSE Bitesize – ICT – Modelling and simulation – Modelling with spreadsheets</p> <p>Goal Seek sheet</p> <p>Christmas Costs Sheet</p>
HALF TERM 5	<p>Unit 1 Task 5</p> <p>Update and use a database to search for</p>	Assessed on the marking scheme from OCR Nationals. Work is printed out and marked.	BBC GCSE Bitesize – ICT – Data, information and databases - Data,

	<p>and present information for a business purpose</p> <p>Enter, edit and delete data in an existing database</p> <p>Sort data</p> <p>Search database – simple and complex queries</p> <p>Create reports – different formats</p>		<p>information and knowledge</p> <p>BBC GCSE Bitesize – ICT – Data, information and databases - Databases and data capture</p> <p>BBC GCSE Bitesize – ICT – Data, information and databases – Data validation and verification</p> <p>BBC GCSE Bitesize – ICT – Data, information and databases - Data transfer</p>
HALF TERM 6	<p>Unit 1 Task 6</p> <p>Design and create a range of business documents</p> <p>Use word processing or desktop publishing software to create a variety of appropriate business documents from scratch including:</p> <ul style="list-style-type: none"> <li>• designing a house style</li> <li>• a letter</li> <li>• a memo</li> <li>• multiple page document</li> <li>• mail merge</li> <li>• graphics from more than one source</li> <li>• automatic fields</li> </ul>	<p>Assessed on the marking scheme from OCR Nationals. Work is printed out and marked.</p>	<p>BBC GCSE Bitesize – ICT – Software – Word processing and desktop publishing</p> <p>Layout 1 Sheet</p> <p>Layout 2 Sheet</p>