Laurence Jackson School

A Specialist Sports College

CURRICULUM OVERVIEW

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

SUBJECT	Core OCR	YEAR GROUP	11

	Lesson Content	Subject Assessment Methods	Opportunities for Home Learning
HALF TERM 1	**Unit 1 Task 8** **Produce a business presentation using presentation software** Design and create a presentation introducing new employees to the company The presentation to include: • text and graphics • slide transitions • animations • speaker notes consistency (master slide)	Assessed on the marking scheme from OCR Nationals. Presentation/Worksheets are printed out and marked.	BBC GCSE Bitesize – ICT – Software – Presentation software and web design
HALF TERM 2	Unit 1 Task 9 File management Demonstrate good working practices with files, folders and subfolders • create an appropriate directory structure with at least two main directories, each containing at least two subdirectories using appropriate names	Assessed on the marking scheme from OCR Nationals. Worksheets are printed out and marked.	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

	• save all files in appropriate locations using appropriate filenames • provide evidence of at least one instance of deleting, copying, moving and renaming files and directories • demonstrate the ability to password protect files • locate and open existing files, using search facilities of operating systems software where necessary • backup and restore files from a removable medium • create, edit and delete shortcuts to at least one program, directory and file.		
HALF TERM 3	Unit 1 Consolidation Catch up time for any incomplete work for unit 1 Functional Skills 1. Plan solutions to complex tasks by analysing the necessary stages 1.1 Use ICT to plan and analyse complex or multistep tasks and	Assessed on the marking scheme from OCR Nationals. Worksheets are printed out and marked. Assessed internally by subject teacher and by exam board in either March or June	http://www.what2learn.com/home/printables/fs_ict/responding-to-ict-problems/ http://www.what2learn.com/home/printables/fs_ict/viruses_fs_ict/

	activities and to make decisions about suitable approaches 2. Select, interact with and use ICT systems safely and securely for a complex task in non-routine and unfamiliar contexts 2.1 Select and use software applications to meet needs and solve complex problems 2.2 Select and use a range of interface features and system facilities effectively to meet needs 2.3 Select and adjust system settings as appropriate to individual needs 2.4 Respond to ICT problems and take appropriate action 2.5 Understand the danger of computer viruses and how to minimise risk 3. Manage information storage to enable efficient retrieval 3.1 Manage files, folders and other media storage to enable		

	efficient information retrieval		
HALF TERM 4	4. Use appropriate search techniques to locate and select relevant information 4.1 Search engines, queries and AND/NOT/OR, >, <, >=, <=, contains, begins with, use of wild cards 5. Select information from a variety of sources to meet requirements of a complex task 5.1 Recognise and take account of copyright and other constraints on the use of information 5.2 Evaluate fitness for purpose of information 6. Enter, develop and refine information using appropriate software to meet requirements of a complex task 6.1 Apply a range of editing, formatting and layout techniques to meet needs, including	Assessed internally by subject teacher and by exam board in either March or June	http://www.what2learn.com/home/printables/fs_ict/tables_fs_ict/ http://www.what2learn.com/home/printables/fs_ict/database_1_fs_ic/ http://www.what2learn.com/home/printables/fs_ict/database_2_fs_ict/ http://www.what2learn.com/home/printables/fs_ict/gradebook_fs_ict/ http://www.what2learn.com/home/printables/fs_ict/wages_spreadsheet_fs_ict/

	text, tables, graphics, records, numerical data, charts, graphs or other digital content 7. Use appropriate software to meet the requirements of a complex data-handling task 7.1 Process and analyse numerical data 7.2 Display numerical data in appropriate graphical format 7.3 Use appropriate field names and data types to organise information 7.4 Analyse and draw conclusions from a data set by searching, sorting and editing records		
HALF TERM 5	8. Use communications software to meet requirements of a complex task 8.1 Organise electronic messages, attachments and contacts 8.2 Use collaborative tools appropriately 8.3 Understand the need to stay safe and to respect others when using ICT-based	Assessed internally by subject teacher and by exam board in either March or June	http://www.what2learn.com/home/printables/fs_ict/formal-letter_fs_ict/ http://www.what2learn.com/home/printables/fs_ict/minutes_agendas_fs_ict/ http://www.what2learn.com/home/printables/fs_ict/project_fs_ict/

	communication 9. Combine and present information in ways that are fit for purpose and audience 9.1 Organise and integrate information of different types to achieve a purpose, using accepted layouts and conventions as appropriate 9.2 Work accurately and check accuracy, using software facilities where appropriate 10. Evaluate the selection, use and effectiveness of ICT tools and facilities used to present information 10.1 At each stage of a task and at the task's completion		