**“I do not fear computers, I fear the lack of them”**

**Isaac Asimov**

Explore the wide range of uses of hardware, application and specialist software in society. Learners will investigate how information technology is used in a range of contexts, including business and organisations, education and home use of information technology.

Students will be introduced to a broad working knowledge of databases, spreadsheets, automated documents and images and enables them to apply their knowledge and understanding to solve problems in vocational settings



**INTENT:**



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| ***\*\*Please click on the icons to access our online portal where you can learn more about each topic\*\**** |
| **10** | **Half term points** |
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| **AUTUMN 1** | **AUTUMN 2** | **SPRING 1** | **SPRING 2** | **SUMMER 1** | **SUMMER 2** |
| **Planning, creating, manipulating & storing images** C:\Users\zaslam\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\FB96AE96.tmp | **Planning, creating & modifying an automated document**YouTube icon vector SVG free download trong 2020 | **Planning, creating, using & modifying a spreadsheet**C:\Users\zaslam\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\A1272AAE.tmp | **Planning, creating, using & modifying a spreadsheet**C:\Users\zaslam\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\A1272AAE.tmp | **Planning, creating, using & modifying a database** C:\Users\zaslam\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\A1272AAE.tmp | **Planning, creating, using & modifying a database** C:\Users\zaslam\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\A1272AAE.tmp |
| **Learning to include:*** Plan and design an image in response to the client brief.
* Create and modify an image using appropriate tools and techniques.
* Store the image appropriately and output the final image in a format that is fit for purpose.
 | **Learning to include:*** Plan and design an automated document in response to the client brief.
* Create an effectively structured data source and link that to a standard document
* Appropriately structure the content of the standard document and insert fields as required.
* Merge and output the final documents.
 | **Learning to include:*** Plan and design a spreadsheet in response to the client brief.
* Create and format your spreadsheet according to your planning and design.
* Make use of appropriate data formatting and add suitable validation rules.
 | **Learning to include:*** Use appropriate formulae and functions to meet the outcomes set in the brief.
* Arrange, reduce and output data to help make decisions.
* Modify data and formulae to model ‘what if’ scenarios.
* Test and evaluate your spreadsheet.
 | **Learning to include:*** Plan and design a database in response to the client brief.
* Create and modify your database according to your planning and design.
* Interrogate your database.
 | **Learning to include:*** Create a user interface for your database.
* Test and evaluate your database.
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| ***\*\*Please click on the icons to access our online portal where you can learn more about each topic\*\**** |
| **11** | **Half term points** |
| **AUTUMN 1** | **AUTUMN 2** | **SPRING 1** | **SPRING 2** | **SUMMER 1** | **SUMMER 2** |
| **Unit 1 ICT in Society**  | **Unit 1 ICT in Society**  | **Unit 1 ICT in Society**  | **Unit 1 ICT in Society**  | **Unit 1 ICT in Society**  | **Exam revision** |
| C:\Users\zaslam\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\AF8AFBDA.tmp**Learning to include:*** Functionality of different hardware devices.
* Functionality of different software.
* Services provided by IT.
 | C:\Users\zaslam\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\A1272AAE.tmp**Learning to include:*** Why data must be fit for purpose.
* How input data is checked for errors.
* How data transfers over different types of network.
 | C:\Users\zaslam\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\A1272AAE.tmp**Learning to include:*** Different types of connectivity.
* Risks to information held on computers.
* The impact of data loss, theft or manipulation on individuals and businesses.
 | C:\Users\zaslam\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\A1272AAE.tmp**Learning to include:*** Methods used to protect information.
* How moral and ethical issues affect computer users.
* How legal issues protect computer users.
 | C:\Users\zaslam\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\A1272AAE.tmp**Learning to include**:* The cultural, personal and environmental impact of ICT.
* How a digital footprint can impact computer users.
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