

Moor House School & College Curriculum Map ICT KS4 Entry Level

YEAR GROUP/PATHWAY: ENTRY Level 2 ICT Year 10 and Year 11		SUBJECT AREA: ICT	
YEAR 10		YEAR 11	
Term 1	Unit 1: Improving Productivity using IT	Unit 3. Spreadsheet Software	
Knowledge	<ul style="list-style-type: none"> Learn appropriate terminology to describe IT systems Understand the flow of data in the computer system Understand storage devices and how they can be used Understand our personal/moral responsibility when storing data Health and IT, including ergonomics, physical safety and IT, expert support and problem solving, data security, computer viruses, software and physical protection, cyber bullying, stranger danger, safer strangers, trusted adults, E-Safety top tips. 	Knowledge	<ul style="list-style-type: none"> Knowledge around Excel software How data can be organised, processed and stored Purpose of functions in Excel How to record evidence to support coursework Understand what formatting involves Awareness of companies and how they manage their finances using Excel Prior knowledge of email unit to access email tasks on spreadsheets
Skills	<ul style="list-style-type: none"> Set up work-station correctly Organise folders Personalise computer desktop Set a default printer Complete e-worksheets electronically Label hardware in the IT system Create a picture of computer system using a range of graphics and labels Find graphics of different storage devices 		<ul style="list-style-type: none"> Organise data into a table by processing, saving and storing data Formatting tables and using formula in Excel Use functions to calculate totals (SUM) Using page layout skills that have been previously learnt Testing spreadsheet, using peer assessment and development Use print screen to record evidence Edit a spreadsheet by spotting missing data, adding new data, moving data and deleting rows Insert header and footer, format fill colour Use merge and centre tool
Vocabulary	Hardware, software, computer system, monitor, icons, quick launch toolbar, interface features, internal and external storage, Font size, style, background, colour scheme, volume & sounds, screensaver, resolution, dropdown menus, dialogue boxes,	Vocabulary	Data, spreadsheet, cell, table, row, column, field, field name, header row, record, formatting, formulae, model, peer assessment, income, cell reference, maximum, minimum,

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	peripherals, data, input and output devices, storage media, binary code, portable, back-up, flash drive, flash card, memory stick, ergonomics.		total, grand total, design, error, print-screen, evidence, layout, headings, values, versions,
Term 2	Unit 2: Using Email	Unit 4: Audio & Video Software	
Knowledge	<ul style="list-style-type: none"> • Knowledge around Outlook Software • Understanding the purpose of email and how it can be used appropriately • Understand how to keep safe when using email • Understand what constitutes a strong password • Know what 'phishing' and email scams are 	Knowledge	<ul style="list-style-type: none"> • Know what a storyboard is and how it can be used to support the creative process • Define a movie trailer and explain its purpose • Understand age ratings and guidelines for films and videos • Learn about the input devices, software and audio used to make a movie trailer. • Understand what video-editing is and how it is important in telling a story
Skills	<ul style="list-style-type: none"> • Compose, format and send emails • Format e-signature (change font style, text colour, use bold, add graphic) • Use reviewing tools in Outlook • Use a range of software tools to compose a message (bullet points/numbered list) • Attach files to email messages • Forward email messages • Carbon and blind copy contacts into email messages • Add contacts to address book • Record evidence using print screen • Use header and auto-date • Reply to email messages appropriately • Save copies of emails/save emails in drafts • Use spell-check to proof-read • Explain the steps to block a sender on Outlook • Set up an out-of-office reply 	Skills	<ul style="list-style-type: none"> • Research assets to support with movie trailer, choose thumbnails and audio • Plan and sketch your own movie trailer storyboard • Develop an electronic storyboard on Serif Movie Plus using graphics and text • Copy and paste thumbnail images into your storyboard. • Add text for the film title and dialogue (what the characters say). • Listen to music and choose one for your trailer. • Search, find and choose royalty free music <i>Extended: add sounds effects and background music</i> • Import assets in Serif Movie Plus • Use help videos to develop understanding on how to use Serif Movie Plus • Use trimming and splitting to edit clips • Add titles, captions and credits • Add transitions to trailer

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	<ul style="list-style-type: none"> Recognise how to delete appropriate messages and recover deleted items Store emails in an archive folder <p><i>Extended: clean up your mailbox</i></p>		
Vocabulary	Graphic, review, thesaurus, bullet points, summarise, describe, carbon copy (cc), blind copy (bc), sign-off, e-signature, contact, address book, draft, window, drop-down arrow, new entry, respond (reply), hyperlink, personal information, network manager, malware, password, cyber-bullying, block, scam, impersonate, suspicious, sensitive, irrelevant, security, archive.	Vocabulary	Storyboard, trailer, thumbnail, audio, graphics, peripherals, input, output, royalty free, video-editing, producers, visual and special effects, music composers, dialogue, assets/media, program, splitting, trimming, titles, captions, credits, review, improve, export, present, final cut, transitions, video effects.
Term 3	<p>Completing coursework for the above units:</p> <ol style="list-style-type: none"> Unit 1: Improving Productivity using IT Unit 2: Using Email Unit 3: Spreadsheet Software Unit 4: Audio & Video Software 		
Knowledge	<ul style="list-style-type: none"> Knowledge around the criteria requires to pass the Entry Level course 		
Skills	<ul style="list-style-type: none"> Proof-reading coursework, making improvements 		
Vocabulary	All vocabulary as above.		