

Moor House School & College Curriculum Map ICT KS4 Entry Level



YEAR GROUP/PATHWAY: KS4 WJEC ENTRY Level 3 Pathway		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"> • AC1 Plan the use of appropriate IT systems and software to meet requirements. • AC2 Use IT systems and software to complete planned tasks. • AC3 Review the selection and use of IT systems and software tasks. 	Knowledge	<ul style="list-style-type: none"> • AC1 Enter and edit numerical information using spreadsheets • AC2 Use appropriate formulas and tools to summarise and display spreadsheet information • AC3 Use appropriate tools and techniques to present spreadsheet information effectively
Skills	<ul style="list-style-type: none"> • AC1.1 Identify the purpose for using IT • AC1.2 Plan how to carry out the task using IT • AC1.3 Select appropriate IT systems and software applications • AC1.4 Identify the main legal and other constraints affecting the use of the IT system and software • AC2.1 Use preset routines to improve productivity • AC2.2 Use IT to complete planned tasks • AC3.1 Review the outcomes of the completed task • AC3.2 Identify the strengths of the IT systems and software used for the task • AC3.3 Identify ways to improve the outcomes of the completed task 	Skills	<ul style="list-style-type: none"> • AC1.1 Enter and edit numerical and other information accurately • AC1.2 Store and retrieve spreadsheet files effectively, in line with local guidelines • AC2.1 Identify how to summarise and display the required information • AC2.2 Use formulas and too • AC3.1 Use appropriate tools and techniques to format spreadsheet cells, rows and columns • AC3.2 Identify the chart or graph type used to display information • AC3.3 Use appropriate tools to generate a chart or graph • AC3.4 Select a page layout to present and print spreadsheet information • AC3.5 Check spreadsheet information using IT tools making corrections as appropriate
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,

Moor House School & College Curriculum Map ICT KS4 Entry Level



	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: IT User Fundamentals		Unit 4: Audio & Video Software
Knowledge	<ul style="list-style-type: none"> • AC1 Interact with and use IT system to meet needs • AC2 Organise, store and retrieve information appropriately • AC3 Understand the need for safety and security practices • AC4 Maintain system and respond to common IT system problems 	Knowledge	<ul style="list-style-type: none"> • AC1 Use audio and/or video hardware and software to capture sequences • AC2 Use audio and/or video hardware and software tools to edit sequences • AC3 Play and present audio and/or video sequences
Skills	<ul style="list-style-type: none"> • AC1.1 Use correct procedures to start and shutdown an IT system • AC1.2 Use IT systems and interface features effectively to meet needs • AC 1.3 Use appropriate terminology when describing IT systems • AC2.1 Work with files and folders so that it is easy to find information • AC2.2 Identify types of storage media that can be used to store information • AC3.1 Follow guidelines and procedures for the safe and secure use of IT • AC3.2 Understand the need to keep information secure • AC3.3 Keep information secure and manage access to information sources securely • AC3.4 Identify why it is important to control access to hardware, software and data • AC4.1 Respond to IT problems and take appropriate action 	Skills	<ul style="list-style-type: none"> • AC1.1 Identify what input device and associated software to use • AC1.2 Use input devices and built-in audio and/or video software to record information • AC2.1 Identify what audio and/or video software editing software to use • AC2.2 Cut and paste short sequences to meet needs • AC2.3 Respond to common problems with audio and/or video sequences • AC2.4 Identify copyright constraints on using others' information • AC3.1 Select audio and/or video software to playback and display audio and/or video sequences • AC3.2 Use an appropriate device to playback and display audio and/or video sequences

Moor House School & College Curriculum Map ICT KS4 Entry Level



	<ul style="list-style-type: none"> AC4.2 Identify where to get expert advice and help to solve problems 		
Vocabulary	<i>TO BE COMPLETED</i>	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	Unit 3: Presentation Software		Unit 6: Using Email
Knowledge	<ul style="list-style-type: none"> AC1 Input and combine text and other information within presentation slides AC2 Use presentation software tools to structure, edit and format slides AC3 Prepare slides for presentation 	Knowledge	<ul style="list-style-type: none"> AC1 Use email software tools and techniques to compose and send messages. AC2 Manage incoming email effectively
Skills	<ul style="list-style-type: none"> AC1.1 Identify what types of information to use in the presentation AC1.2 Enter information into the presentation slides so that it is ready for editing and formatting AC1.3 Combine information for presentations in line with any copyright constraints AC1.4 Identify copyright constraints on using other's information AC1.5 Store and retrieve presentation files effectively, in line with local guidelines AC2.1 Select a template and theme for slides AC2.2 Use appropriate techniques to edit slides AC2.3 Apply format techniques to slides AC3.1 Identify how the slides should be presented AC3.2 Prepare and present slides for presentation 	Skills	<ul style="list-style-type: none"> AC1.1 Use software tools to compose and format email messages. AC1.2 Attach files to email messages. AC1.3 Send email messages. AC1.4 Identify how to stay safe and respect others when using email. AC1.5 Use an address book to store and retrieve contact information. AC2.1 Follow guidelines and procedures for using email. AC2.2 Read and respond to e-mail messages appropriately. AC2.3 Identify what messages to delete and when to do so. AC2.4 Organise and store email messages. AC2.5 Respond appropriately to common email problems.

Moor House School & College Curriculum Map ICT KS4 Entry Level



	<ul style="list-style-type: none"> AC3.3 Check presentation using IT tools making corrections as appropriate 		
	<p><i>TO BE COMPLETED</i></p>		<p>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.</p>