

Moor House School & College Curriculum Map ICT KS4 NCFE Level



YEAR GROUP/PATHWAY: NCFE Level 2 ICT Year 10 and Year 11		SUBJECT AREA: ICT	
YEAR 10		YEAR 11	
Term 1	Improving Productivity using IT	Term 1	Presentation Software
Knowledge	<ul style="list-style-type: none"> • AC1 Plan, select and use appropriate IT systems and software for different purposes • AC2 Review and adapt the ongoing use of IT tools and systems to make sure that activities are successful • AC3 Develop and test solutions to improve the ongoing use of IT tools and systems 	Knowledge	<p>(Spreadsheet software may be extended from Summer term in Year 10 to Autumn term in Year 11 so ensure students have met all success criteria. Please refer back to Year 10 Term 3).</p> <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 slide sequences • AC3 Prepare slideshow for presentation
Skills	<ul style="list-style-type: none"> • AC1.1 Describe the purpose for using IT • AC1.2 Describe the methods, skills and resources required to complete the task successfully • AC1.3 Plan how to carry out task using IT to achieve the required purpose and outcome • AC1.4 Describe any factors that may affect the task • AC1.5 Select and use IT systems and software applications to complete planned tasks and produce effective outcomes • AC1.6 Describe how the purpose and outcomes have been met by the chosen IT systems and software applications • AC1.7 Describe any legal or local guidelines or constraints that may apply to the task or activity • AC2.1 Review ongoing use of IT tools and techniques and change the approach if needed • AC2.2 Describe whether the IT tool selected were appropriate for the task and purpose 	Skills	<ul style="list-style-type: none"> • AC1.1 Identify what types of information are required for the presentation • AC1.2 Enter text and other information using layouts appropriate to type of information • AC1.3 Insert charts and tables into presentation slides • AC1.4 Insert images, video and sound to enhance the presentation • AC1.5 Identify any constraints which may affect the presentation • AC1.6 Organise and combine information of different forms and from different sources for presentations • AC1.7 Store and retrieve presentation files effectively, in line with local guidelines and conventions were available • AC2.1 Identify what slide structure and themes to use • AC2.2 Select, change and use appropriate templates for slides • AC2.3 Select and use appropriate techniques to edit slides and presentations to meet needs

Moor House School & College Curriculum Map ICT KS4 NCFE Level



	<ul style="list-style-type: none"> AC2.3 Assess strengths and weaknesses of final work AC2.4 Describe ways to make further improvements to work AC2.5 Review outcomes to make sure they match requirements and fit for purpose AC3.1 Review the benefits and drawbacks of IT tools and systems used, in terms of productivity and efficiency AC3.2 Describe ways to improve productivity and efficiency AC3.3 Develop solutions to improve own productivity in using IT AC3.4 Test solutions to ensure that they work as intended 		<ul style="list-style-type: none"> AC2.4 Select and use appropriate techniques to format slides and presentations AC2.5 Identify what presentation effects to use to enhance the presentation AC2.6 Select and use animation and transition effects appropriately to enhance slide sequences AC3.1 Describe how to present slides to meet needs and communicate effectively AC3.2 Prepare slideshow for presentation AC3.3 Check presentation meets needs, using IT tools and making corrections as necessary AC3.4 Identify and respond to any quality problems with presentations to ensure that presentations meet needs
Vocabulary	Resources, research, target audience, attractions, time management, storing, editing and formatting, software, copyright, sources, data protection, virus intellectual property, graphics, digital tools, digital features, text, web browsers, evidence, assets, transparent	Vocabulary	Formatting, formulae, model, peer assessment, merchandise, income, cell reference, maximum, minimum, total, grand total, design, error, print-screen, evidence, layout, presentation, software, recommendation.
Term 2	Using Email	Term 2	Multimedia Software
Knowledge	<ul style="list-style-type: none"> AC1 Use email software tools and techniques to compose and send messages AC2 Manage incoming email effectively 	Knowledge	<ul style="list-style-type: none"> AC1 Plan the content and organisation of multimedia products to meet needs AC2 Obtain, input and combine content to build multimedia outcomes AC3 Use multimedia software tools to edit and format multimedia content to meet requirements AC4 Play and present multimedia outcomes
Skills	<ul style="list-style-type: none"> AC1.1 Select and use software tools to compose and format email messages, including attachments 	Skills	<ul style="list-style-type: none"> AC1.1 Describe the type of multimedia outcome needed and the specification that it must meet

Moor House School & College Curriculum Map ICT KS4 NCFE Level



	<ul style="list-style-type: none"> • AC1.2 Determine the message size and how it can be reduced • AC1.3 Send email messages to individuals and groups • AC1.4 Describe how to stay safe and respect others when using email • AC1.5 Use an address book to organise contact information • AC2.1 Follow guidelines and procedures for using email • AC2.2 Read and respond to email messages appropriately • AC2.3 Use email software tools and techniques to automate responses • AC2.4 Describe how to archive email messages, including attachments • AC2.5 Organise, store and archive email messages effectively • AC2.6 Respond appropriately to email problems 		<ul style="list-style-type: none"> • AC1.2 Select and use appropriate techniques to plan and communicate the content, design and layout of multimedia products • AC1.3 Identify how the different elements of the content will be sourced and how they will relate in the design layout • AC1.4 Plan the use of interactive features and transitions to meet needs • AC1.5 Describe how copyright and other constraints affect use of own and others' information • AC2.1 Select and use an appropriate combination of input device, software and input techniques to obtain and input relevant content for multimedia outcomes • AC2.2 Combine information of different types or from different sources for multimedia outcomes • AC2.3 Describe the file format and storage media to use • AC2.4 Store and retrieve multimedia files effectively, in line with local guidelines and conventions where available • AC3.1 Select and use appropriate techniques to edit and format multimedia outcomes • AC3.2 Manipulate images and graphic elements accurately • AC3.3 Check multimedia outcomes meet needs, using IT tools and making corrections as necessary • AC3.4 Adjust outcomes in response to any identified quality problems • AC4.1 Describe what combination of display device and software to use for displaying different multimedia file formats • AC4.2 Select and use appropriate software for displaying multimedia outcomes
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Moor House School & College Curriculum Map ICT KS4 NCFE Level



			<ul style="list-style-type: none"> AC4.3 Select and use appropriate navigation techniques and playback controls to suit the files AC4.4 Adjust the display settings of the software and display devices to present outcomes effectively
Vocabulary	Attachment, high-importance, contacts, drop-down arrow, forwarding, formatting, file-format, export, transparent, file size, properties, compressed, uncompressed	Vocabulary	Promotion, vocal, importing, royalty free, automatically, manual, enhance, multimedia, constraints, mobile application, prototype, transitions, graphics, storyboard, structure, downloadable, interface, transitions, duplicate,
Term 3	Spreadsheet Software	Term 3	Multimedia Software
Knowledge	<ul style="list-style-type: none"> AC1 Use a spreadsheet to enter, edit and organise numerical and other data AC2 Use appropriate formulas and tools to summarise and display spreadsheet information AC3 Select and use appropriate tools and techniques to present spreadsheets effectively 	Knowledge	Multimedia Software Unit continued into the Summer term
Skills	<ul style="list-style-type: none"> AC1.1 Identify what numerical and other information is needed and how the spreadsheet should be structured to meet needs AC1.2 Enter and edit numerical and other data accurately AC1.3 Store and retrieve spreadsheet files effectively, in line with local guidelines and conventions where available AC2.1 Identify how to summarise and display the required information AC2.2 Use functions and formulas to meet calculation requirements AC2.3 Use spreadsheet tools and techniques to summarise and display information 	Skills	Multimedia Software Unit continued into the Summer term

Moor House School & College Curriculum Map ICT KS4 NCFE Level



	<ul style="list-style-type: none"> • AC3.1 Select and use appropriate tools and techniques to format spreadsheet cells, Rows and columns. • AC3.2 Identify which chart or graph type to use to display information • AC3.3 Select and use appropriate tools and techniques to generate, develop and format charts and graphs • AC3.4 Select and use appropriate page layout to present and print spreadsheet information • AC3.5 Check information meets needs, using spreadsheet tools and making corrections as necessary 		
Vocabulary	Teaser video, target audience, final versions, file format, evidence, promotion (promo), digital products, assets, sources, storyboard, text, effects, transition, audio, graphics, gifs, trim, export, data-base, spreadsheet, field, record, row, ascending, total, grand-total, profit, income	Vocabulary	Multimedia Software Unit continued into the Summer term