

Year 10/11 Computing/ICT Scheme of Work – Ingots



Topics

IMPROVING PRODUCTIVITY USING IT

Plan select and use appropriate IT systems and software to meet user needs. Review and adapt the ongoing use of IT tools. Develop and test solutions.

USING EMAIL

Using email software tools and techniques to compose and send messages. Manage incoming email effectively.

IT SECURITY FOR USERS

Select and use appropriate methods to minimize security risk to IT systems and data.

E-SAFETY

Staying safe online, using tools to prevent cyber-attacks.

USING THE INTERNET

Connect to the internet. Use browser software to navigate, search and communicate information online. Follow and understand the need for safety.

PRESENTATION SOFTWARE

Input and combine text and other information. Use tools to structure, edit and format slide sequences. Prepare slideshow for presentation.

Level 1 – Evidence based Coursework (Pass/Fail)

Level 2 – Exam – Grades A*, A, B and C.

NB. E-Safety is also addressed by class teachers throughout the year during meeting time.

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Overview of the Year:

Term	Topic – Year 10	Topic – Year 11
Autumn 1	Pupil Profiles Digital Citizenship - E-Safety – Smart Rules and Digital Footprint (2x lessons) CV writing	Pupil Profiles Digital Citizenship - E-Safety – Smart Rules and Digital Footprint (2x lessons) Updating CVs
Autumn 2	Presentation software - Powerpoint	IT security Improving productivity using IT
Spring 1	Pupil Profiles Digital Citizenship - E-Safety – Cyberbullying (2x lessons)	Pupil Profiles Digital Citizenship - E-Safety – Cyberbullying (2x lessons) Using Email
Spring 2	Improving productivity using IT - Excel	Presentation software – Email Using the internet
Summer 1	Pupil Profiles Digital Citizenship - E-Safety – Online Fraud (2x lessons)	Pupil Profiles Digital Citizenship - E-Safety – Online Fraud (2x lessons) Presentation software
Summer 2	Using the internet	Exam preparation