

SCHEME OF WORK

YEAR 10

Unit 1: Using ICT to Present Information: (Sept – Dec) Describe the structure and purpose of different documents; describe the different types and sources of information and ways of checking its validity; create documents making use of basic tools and techniques, that meet the needs of a defined audience; select and use document templates; use appropriate file names and folder structures to save documents; review and check documents.

Unit 2: Introduction to Computer Systems: (Jan – Easter) Describe the purpose of different types of computer; describe how a command line and GUI operating system can perform the same task; describe a standalone personal computer and show how data flows around the system; specify suitable hardware and application software to meet a given user need; safely connect and test at least two peripherals to a personal computer; configure defined software for a given user need; list the possible data security and legal issues when using a computer in a given situation.

Unit 9: Database Software: (Easter – Whit) Describe the advantages and disadvantages of computerised databases; design, create and check a single table database that meets a defined user need, using at least 3 different data types; produce reports based on database queries to meet a defined need; create and use data entry forms; produce technical documentation for a database.

Unit 10: Spreadsheet Software: (Whit – Summer) Describe the uses of at least 3 different spreadsheets; create a spreadsheet solution to meet a specified need that makes appropriate use of simple and complex formulae and functions and includes a chart; use data types and formatting to present information as appropriate to the user need; check, fix as necessary and document a spreadsheet to ensure formulae and functions work correctly.

YEAR 11

Unit 6: Networking Essentials: (Sept – Dec) Describe how the use of networks can improve communications in organisations; describe how a network is used by an organisation to manage its resources; list and describe the advantages and disadvantages of networks; describe the features and services of local and wide area network technologies; list and describe network hardware and software components; set up, use and test a simple local area network.

Units: 1, 4, 9, 10, 18 – Merit and Distinction Tasks (Jan – Whit)

Unit 1: Merit Create different types of documents to convey the same information to different audiences; create a complex document that combines textual, numerical and graphical information appropriate for a defined audience; use advanced formatting tools and techniques to enhance the presentation of information.

Unit 1: Distinction Create document templates using two different applications; review a complex document and justify choice of tools and techniques in terms of the effectiveness of communication to the defined audience.

Unit 4: Merit Explain how designers use different construction features to help the user access information on websites; identify and explain suggestions that could be implemented in order to improve at least two websites; describe the use of interactive websites and what technique can be used to provide interactivity.

Unit 4: Distinction Justify the use of different construction features in the design of a website; evaluate the benefits and disadvantages of learning and using HTML in website creation, as opposed to only using wizards to generate web pages.

Unit 9: Merit Explain the choice of fields, data types and primary key in a database; explain the importance of data integrity and how it can be maintained with reference to a particular database.

Unit 9: Distinction Recommend and justify improvements that could be made to a database.

Unit 10: Merit Create and check a multi-sheet spreadsheet solution to meet specified user needs that uses a selection of appropriate functions and both simple and complex formulae; make appropriate use of charts, graphs, filtering and sorting to interpret spreadsheet data.

Unit 10: Distinction Evaluate the benefits of a particular spreadsheet solution and describe potential refinements to improve efficiency.