

# YEAR 9 LONG TERM PLAN with CURRICULUM STANDARDS

## ICT THEORY

YEAR 9	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8
Term 1	YR9/1 (2)		YR9/2 (2)		YR9/3 (2)		YR9/4 (2)	
	<b>TYPES OF DIGITAL DEVICES</b>					<b>FEATURES OF DIGITAL DEVICES</b>		
	Digital Devices -mainframe computers, microprocessors, laptop and desktop computers			Digital Devices - Mobile Phones and other digital devices		Digital Devices - Navigational aids		Features of digital devices
Term 1	YR9/8 (4)		YR9/9(4)		YR9/10(4)		YR9/11(4)	
	<b>SOFTWARE</b>							
	Software-Purpose and tools such as Utilities		Role/Function of the operating system		Software applications (apps)		Types of software licensing	Purpose of Communication Software,Software update and possible risks to data/systems
YEAR 9	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8
Term 2	YR9/12(4)		YR9/13(4)		YR9/14(2)		YR9/15(2)	
	<b>PERIPHERAL DEVICES</b>				<b>STORAGE DEVICES AND MEDIA</b>			
	Types of peripheral devices – Output		Types of peripheral devices – Input		Types of peripheral devices – Input	Types of peripheral devices – Storage	Storage Devices – internal or external	Storage media and the capacity of storage
Term 2	YR9/18(2)		YR9/19(2)		YR9/20(2)		YR9/21(2)	
	<b>MEMORY</b>		<b>PROCESSOR</b>		<b>ACCESSIBILITY</b>		<b>COMMUNICATIONS</b>	
	Memory - RAM and ROM		Processors - Function and Speed	ICT systems to meet specified needs	Types of Digital Communications		Factors influencing the choice of digital communication in a Network	

## ICT PRACTICAL

YEAR 9	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8
Term 1	YR9/P1 (4)		YR9/P2 (4)		YR9/P3 (4)		YR9/P4 (4)	
	<b>SPREADSHEETS</b>							
	Data types, number, text		Format a worksheet		Use formulae: arithmetic operators (plus, minus, multiply, divide), percentage, single operators, multiple operators, absolute and relative cell referencing, named cells/ranges. Replicate effectively		Use functions: SUM, AVERAGE, IF, VLOOKUP /LOOKUP, MAXIMUM, MINIMUM, COUNT (COUNTA, COUNTIF), LENGTH, PRODUCT.	
Term 1	YR9/P5 (4)		YR9/P6 (4)		YR9/P7 (6)		YR9/P8 (2)	
	<b>SPREADSHEETS</b>							
	Multiple worksheets, linked tables, sorting, filtering		Add graphs and charts		Formatting an appropriate graph/chart and print options		Revision	

YEAR 9	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8
Term 2	YR9/P9 (4)		YR9/P10 (4)		YR9/P11 (4)		YR9/P12 (4)	
	<b>WORD PROCESSING</b>							
	Enter, edit and format text		POSTER		LEAFLET		MAILMERGE	
Term 2	YR9/P13 (2)	YR9/P14 (2)	YR9/P15 (4)		YR9/P16 (4)		YR9/P17 (4)	
	<b>WORD PROCESSING</b>							
	MEMO	INFORMATION SHEET(FACT SHEET)	NEWSLETTER		REPORT		EXTENTION ACTIVITIES and REVISION	
<b>YEAR 10 LONG TERM PLAN with CURRICULUM STANDARDS</b>								
<b>ICT THEORY</b>								
YEAR 10	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8
Term 1	YR10/1(4)		YR10/2(2)	YR10/3(2)	YR10/4(2)	YR10/5(4)		YR10 /6(2)
	<b>NETWORKS/INTERNET</b>							
	Requirements for connecting to a network, including the internet.		components of wired and wireless systems	peer-to-peer and client-server networks	Benefits of using a LAN/home network	Benefits of using a client server network		REVISION
Term 1	YR10/7(2)	YR10/8(2)	YR10/9(2)	YR10/10(2)	YR 12/11(2)	YR 10/12(4)		YR 10/13(2)
	<b>INTERNET</b>				<b>SOCIAL IMPACT</b>			
	Securing data on a network, including the internet	Potential risks to data and personal information	Methods available to secure data and personal information online	Online payment systems	Impact on employment and impact on working practices	Impact of the internet on individuals		REVISION
YEAR 10	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8
Term 2	YR10/14(2)	YR10/15(2)	YR10/16(2)	YR10/17(2)	YR10/18(2)	YR10/19(4)		YR10/20(2)
	<b>SOCIAL IMPACT</b>					<b>ONLINE COMMUNITIES</b>		
	Online working from home	Impact of the internet on organizations	Impact of the internet on organizations	Impact of the internet on society	Impact of the internet on society	Types of online communities		REVISION
Term 2	YR10/21(4)		YR10/22(2)	YR10/23(2)	YR10/24(2)	YR10/25(2)	YR10/26(2)	YR10/27(2)
	<b>ONLINE COMMUNITIES</b>		<b>DATA PROTECTION</b>			<b>ONLINE INFORMATION</b>		<b>REVISION</b>
	Use of online communities		Purpose of responsible use and acceptable	Data protection, the legal requirements	Safe and responsible practice when	Availability of information online	Use of online information	REVISION

			behavior policies	and legal rights	using ICT				
<b>ICT PRACTICAL</b>									
YEAR 10	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	
Term 1	YR10/P1 (4)		YR10/P2 (4)		YR10/P3 (4)		YR10/P4 (4)		
	<b>PRESENTATION</b>								
	Create a template/master slide		Create slides: insert text, images, action buttons, hyperlinks; add animation, transition effects		Print: handouts (two to a page, three to a page), notes pages, full page, headers and footers		EXTENTION ACTIVITIES and REVISION		
Term 1	YR10/P5 (4)		YR10/P6 (4)		YR10/P7 (4)		YR10/P8 (4)		
	<b>GRAPHICS</b>								
	Explain features of image types: bitmap, vector		Create images: combining basic shapes and text, rectangles (including square), circles (including ovals), lines, triangles, arrows, text boxes		Edit images: image editing, cropping, adding captions/text, editing/deletion of unwanted aspects		EXTENTION ACTIVITIES and REVISION		
YEAR 10	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	
Term 2	YR10/P9 (4)		YR10/P10 (4)		YR10/P11 (4)		YR10/P12 (4)		
	<b>FILE MANAGEMENT</b>				<b>WEB AUTHORIZING</b>				
	Save work regularly and keep information secure. Use sensible filenames and formats		Create and manage files and folder structures		Use a template: tables/frames, standard page features, banners, menu/navigation. Insert text, images, buttons, animation		Format a web page: headings, subheadings, body text, alignment. Use HTML code: insert hyperlinks, insert images, font enhancements		
Term 2	YR10/P13 (2)		YR10/P14 (6)		YR10/P15 (4)		YR10/P16 (4)		
	<b>DATABASE MANAGEMENT</b>								
	Identify data types: alphanumeric/text, numeric/number, date, currency, logical/Boolean		Structure of a given database, including: record, field, table, primary key/field, foreign key/field, relationships between tables		The need for validation and identify validation checks such as range check, presence check, type check, length check		EXTENTION ACTIVITIES and REVISION		
<b>YEAR 11 LONG TERM PLAN with CURRICULUM STANDARDS</b>									
<b>ICT THEORY</b>									
YEAR 11	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	
Term 1	YR11/1(4)		YR11/2(4)		YR11/3(4)		YR11/4(2)	YR11/5(2)	
	<b>ONLINE COMMUNITIES</b>						<b>REVISION</b>	<b>REVISION</b>	
	Types and use of online communities		Implications of the use of digital technologies		Availability of information online and the use of online information		Revision on Digital Devices	Revision on Backing storage and Memory	
1	YR11/6(4)		YR11/7(2)	YR11/8(4)		YR11/9(2)	YR11/10(4)		
	<b>ONLINE GOODS AND SERVICES</b>						<b>REVISION</b>		

Term	Types of services - Online Services		Revision on peripheral devices - Input/Output	Impact of online services	Online software	Revision on Software			
	YEAR 11	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8
Term 2	YR11/11(2)	YR11/12(2)	YR11/13(2)	YR11/14(2)	YR11/15(4)		YR11/16(4)		
	<i>APPLYING ICT</i>				<i>REVISION</i>		<i>REVISION</i>		
	Software applications	Data and information	Using software applications	Reviewing outcomes	Revision on Connectivity(Topic 2)		Revision on operating online(Topic 3)		
<b>ICT PRACTICAL</b>									
YEAR 11	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	
Term 1	YR11/P1(2)	YR11/P2 (6)			YR11/P3(4)		YR11/P4(4)		
	<i>DATABASE MANAGEMENT</i>				<i>REVISION ON PRESENTATION</i>				
	Sort using a single field, multiple fields, ascending/descending order	Input information to given tables or forms applying format consistently. Use search/query using single criterion, multiple criteria, search within results, relational operators, logical operators			Produce outputs: reports, mail merge documents, specified fields, design view (table structure, searches/queries, forms, relationships), data view (table, search/query results, forms)		EXTENTION ACTIVITIES and REVISION		
Term 1	YR11/P5(2)	YR11/P6(4)		YR11/P7(2)	YR11/P8(4)		YR11/P9(4)		
	<i>REVISION ON GRAPHICS</i>	<i>REVISION ON WEB AUTHORIZING</i>		<i>REVISION ON FILE MANAGEMENT</i>	<i>REVISION ON SPREADSHEET</i>		<i>REVISION ON WORD PROCESSING</i>		
	EXTENTION ACTIVITIES and REVISION	EXTENTION ACTIVITIES and REVISION		EXTENTION ACTIVITIES and REVISION	EXTENTION ACTIVITIES and REVISION		EXTENTION ACTIVITIES and REVISION		
YEAR 11	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	
Term 2	YR11/P10(2)	YR11/P11(2)	YR11/P12(2)	YR11/P13(2)	YR11/P14(2)	YR11/P15(2)	YR11/P16(4)		
	<i>REVISION</i>								
	REVISION - PAST PAPERS/SAMPLE PAPER				REVISION - PAST PAPERS/SAMPLE PAPER			REVISION - PAST PAPERS/SAMPLE PAPER	