

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)	YR9/5 (2)	YR9/6 (4)		YR9/7 (2)
	TYPES OF DIGITAL DEVICES							
	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		REVISION
Term 1	YR9/8 (4)		YR9/9(4)		YR9/10(4)		YR9/11(4)	
	SOFTWARE							
	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)	YR9/16(2)	YR9/17(2)
	PERIPHERAL DEVICES						STORAGE DEVICES AND MEDIA	
	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)	YR9/22(4)		YR9/23(4)	
	MEMORY		PROCESSOR	ACCESSIBILITY NEEDS	COMMUNICATIONS		NETWORKS	
	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)	
	SPREADSHEETS							
	Data types, number, text		Format a worksheet		(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)	
	SPREADSHEETS							
	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)	
	WORD PROCESSING							
	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)	
	WORD PROCESSING							
	MEMO	INFORMATION SHEET(FACT SHEET)	NEWSLETTER		REPORT		EXTENTION ACTIVITIES and REVISION	
YEAR 10 LONG TERM PLAN with CURRICULUM STANDARDS								
ICT THEORY								
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)
	NETWORKS/INTERNET							
	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)
	INTERNET				SOCIAL IMPACT			
	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
2	YR10/14(2)	YR10/15(2)	YR10/16(2)	YR10/17(2)	YR10/18(2)	YR10/19(4)		YR10/20(2)
	SOCIAL IMPACT					ONLINE COMMUNITIES		

Term 1	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)
	ONLINE COMMUNITIES		DATA PROTECTION			ONLINE INFORMATION		REVISION
	Use of online communities		Purpose of responsible use and acceptable behavior policies	Data protection, the legal requirements and legal rights	Safe and responsible practice when using ICT	Availability of information online	Use of online information	REVISION
ICT PRACTICAL								
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)	
	PRESENTATION							
	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)	
	GRAPHICS							
	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)	
	FILE MANAGEMENT				WEB AUTHORIZING			
	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)	
	DATABASE MANAGEMENT							
	Identify data types: alphanumeric/text, numeric/number, date, currency	Structure of a given database, including: record, field, table, primary key/field, foreign key/field, relationships			The need for validation and identify validation checks such as range check,		EXTENTION ACTIVITIES and REVISION	

	date, currency, logical/Boolean	between tables			presence check, type check, length check			
YEAR 11 LONG TERM PLAN with CURRICULUM STANDARDS								
ICT THEORY								
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)
	ONLINE COMMUNITIES Services						REVISION	REVISION
	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
Term 1	YR11/6(4)		YR11/7(2)	YR11/8(4)		YR11/9(2)	YR11/10(4)	
	ONLINE GOODS AND SERVICES						REVISION	
	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)	
	APPLYING ICT				REVISION		REVISION	
	Software applications	Data and information	Using software applications	Reviewing outcomes	Revision on Connectivity(Topic 2)		Revision on operating online(Topic 3)	
ICT PRACTICAL								
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)	
	DATABASE MANAGEMENT						REVISION ON PRESENTATION	
	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)	
	REVISION ON GRAPHICS	REVISION ON WEB AUTHORIZING		REVISION ON FILE MANAGEMENT	REVISION ON SPREADSHEET		REVISION ON WORD PROCESSING	
	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)	
	REVISION							
	REVISION - PAST PAPERS/SAMPLE PAPER			REVISION - PAST PAPERS/SAMPLE PAPER			REVISION - PAST PAPERS/SAMPLE PAPER	