



Year 1	Theme	Topic	Knowledge
Autumn 1	Theory	Topic 1 Digital Devices	<ul style="list-style-type: none"> Types of digital devices Features of digital devices Software Types of peripheral devices – input and output
	Software Skills	6.7 File management 6.6 Graphics	<ul style="list-style-type: none"> Save work regularly and keep information secure. Use sensible filenames and formats. Create and manage files and folder structures. 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
Autumn 2	Theory	Topic 1 Digital Devices	<ul style="list-style-type: none"> Types of peripheral devices – storage Memory Processors ICT systems to meet specified needs
	Software Skills	6.6 Graphics	<ul style="list-style-type: none"> 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.

Year 1	Theme	Topic	Knowledge
Spring 1	Theory	Topic 2 Connectivity	<ul style="list-style-type: none"> Types of digital communications Factors influencing the choice of digital communication in a network Requirements for connecting to a network, including the internet
	Software Skills	6.5 Presentation	<ul style="list-style-type: none"> Create a template/master slide: placeholders, footer, slide number, background, font enhancements (bold, italic, underline). 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
	Digital Literacy	 UK Safer Internet Centre	Online Safety Week: Refresh on Cyberbullying, Online Grooming, Sexting <ul style="list-style-type: none"> Latest updates on keeping safe
Spring 2	Theory	Topic 2 Connectivity	<ul style="list-style-type: none"> Benefits of using a LAN/home network Securing data on a network, including the internet
	Software Skills	6.2 Database management	<ul style="list-style-type: none"> Identify data types: alphanumeric, number, date, currency, logical/Boolean. Explain the structure of a given database, including: record, field, table, primary key/field, foreign key/field, relationships between tables. Explain the need for validation and identify validation checks such as range check, presence check, type check, length check. 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)

Year 1	Theme	Topic	Knowledge
Summer 1	Theory	Topic 3 Operating Online	<ul style="list-style-type: none"> Potential risks to data and personal information when information is transmitted and stored digitally Impact of the internet on individuals Online working from home Impact of the internet on organisations
	Software Skills	6.1 Word processing	<ul style="list-style-type: none"> Enter or edit text that is appropriate for a given context using accurate spelling, punctuation and grammar. Enter, edit and format text using: bullets, numbering, sub-numbering, alignment, tabs, line spacing, colour, font size and style, text wrap, text boxes. Use columns and/or tables: horizontal and vertical text alignment, merge and split cells, gridlines, borders, shading. Use page layout: headings, sub-headings, lists, templates, header, footer, portrait, landscape, page breaks, page numbering. Integrate in a single document: charts, tables, images, callouts/autoshapes, text from different files, text boxes, grouping, layering (in front of/behind), values from spreadsheets. Produce documents in these document types: letter, report, newsletter, poster, leaflet, information sheet (fact sheet), memo. Use standard conventions: salutation, complimentary close, date, subject, logo. Use mail merge: mail merge from word processed, spreadsheet and database documents
Summer 2	Theory	Topic 3 Operating Online	<ul style="list-style-type: none"> Impact of the internet on society Types of online communities Use of online communities Implications of the use of digital technologies Availability of information online and the use of online information
	Software Skills	Consolidation	<ul style="list-style-type: none"> Past Paper practice covering Word processing, database management, presentations, graphics and file management

Year 2	Theme	Topic	Knowledge
Autumn 1	Theory	Topic 4 Online Goods and Services	<ul style="list-style-type: none"> Types of services Impact of online services Online software
	Software Skills	6.3 Spreadsheets	<ul style="list-style-type: none"> Know data types, number, text. Format a worksheet: currency, percentage, decimal places, date, time, text wrap, row height, column width, gridlines, merge/split cells, cell borders, cell shading, hiding rows and columns. 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. Use other features: multiple worksheets, sorting, filtering. Add graphs and charts: pie chart, line chart, bar/column chart, scattergram. Select an appropriate graph/chart and format it effectively adding title, axis labels, legends, axis, scale, trend line as appropriate. Print selected columns/rows from a worksheet formula view or data view in landscape or portrait format, adding headers and footers, row and column headers.

Year 2	Theme	Topic	Knowledge
Autumn 2	Theory	Consolidation & Revision	<ul style="list-style-type: none"> gain knowledge and understanding of Information and Communication Technology develop skills to apply knowledge and understanding to produce ICT-based solutions develop skills of analysis and evaluation, making reasoned judgements and presenting conclusions
	Software Skills	6.4 Web authoring	<ul style="list-style-type: none"> 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.

Year 2	Theme	Topic	Knowledge
Spring 1	Theory	Consolidation & Revision	<ul style="list-style-type: none"> Topic 1 Digital Devices Topic 2 Connectivity
	Software Skills	Consolidation and Revision 6.2 Database management	<ul style="list-style-type: none"> Identify data types: alphanumeric/text, numeric/number, date, currency, logical/Boolean. Explain the structure of a given database, including: record, field, table, primary key/field, foreign key/field, relationships between tables. Explain the need for validation and identify validation checks such as range check, presence check, type check, length check. 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)
	Digital Literacy	 UK Safer Internet Centre	Online Safety Week: Refresh on Cyberbullying, Online Grooming, Sexting <ul style="list-style-type: none"> Latest updates on keeping safe
Spring 2	Theory	Consolidation & Revision	<ul style="list-style-type: none"> Topic 3 Operating Online Topic 4 Online Goods and Services
	Software Skills	Topic 5 Applying ICT	<ul style="list-style-type: none"> Software applications Data and information Using software applications Reviewing outcomes

Year 2	Theme	Topic	Knowledge
Summer 1	Theory	Revision	<ul style="list-style-type: none"> • Topic 1 Digital Devices • Topic 2 Connectivity • Topic 3 Operating Online • Topic 4 Online Goods and Services
	Software Skills	Consolidation & Revision	<ul style="list-style-type: none"> • Past Paper practice covering Word processing, database management, spreadsheets, web authoring, presentations, graphics and file management
Summer 2	Theory	MAIN GCSE EXAM <ul style="list-style-type: none"> • 50% of the total International GCSE • 1-hour and 30-minute written examination. • The examination is a mix of multiple-choice, short- and long-answer questions. 	
	Software Skills	MAIN GCSE EXAM <ul style="list-style-type: none"> • 50% of the total International GCSE • 3-hour practical examination • Apply the knowledge and understanding they acquire in all topics (1–6) to produce ICT-based solutions 	