## Year 7 –

Pupils are taken right back to the fundamentals of ICT. They will engage with Microsoft Word and PowerPoint, by creating posters and PowerPoint’s to enhance their business ICT skills and improve productivity. This will also entail understanding the use of ICT and technology outside of their home and school, file management and formatting tools.

Pupils will be introduced to e-safety and the concept of information and reliability on the internet. This will be taught in an age appropriate manner and all Year 7 pupils will be access to it.

Finally, some pupils will be introduced to the basics of computer programming by using visual based code and briefly being introduced into word based code.

## Year 8 –

Pupils will be given a real life business scenario (Disneyland London) and asked to complete a range of business documents (Poster, Logo, Business Card and Brochure) across a number of different Microsoft Office platforms. The tools and features learnt will further enhance the pupil’s ability to be more productive when using ICT.

Pupils will be introduced to games design/computer programming through the use of Kodu and Scratch. Pupils will be given introductory lessons into both and after pupils will be expected to plan design, create and evaluate their own computer based game.

## Year 9 –

Pupils will then be taught in an age appropriate manner to Information and Reliability. They will explore the difference between fact and opinion, how to identify a reliable and secure website.

Pupils will then be taught up-to-date and age appropriate online safety material. This will look at appropriate social media use, keyboard warriors, what is banter and cyberbullying, sharing of personal and non-personal information to strangers and trusted people, technology vs life balance, fake accounts and their digital footprint.

Pupils will then be introduced image manipulation software (Paint.Net) and will begin to use layers, magic wand tool, lasso tool and effects.

## Year 10 and 11 –

Pupils in Year 10 and 11 will be split into either the WJEC Entry level or the GCSE Cambridge Nationals class, depending on their performance in KS3 and whether they can access either qualification.

The WJEC qualification will allow pupils to continue to use those ever important office skills that could help them in the employable world. Pupils will complete 4 separate units (Microsoft Word, PowerPoint, Publisher and Excel) and be given a range of up-to-date business scenarios to solve and complete. There is no exam for this course and is strictly coursework orientated.

The Cambridge Nationals qualification will allow pupils to learn and implement advanced ICT skills. They will be given a case study/business scenario and be asked to solve problems using ICT. These will include e-mail, Microsoft office and explanations of what they have used. Pupils will then spend a length of time researching into the aspects of Business ICT such as; ICT legislation, data storage, networks, security and the impact of ICT in society for an exam at the end of Year 11.