Long Term Plan Year 11 ICDL Level 1

British Computer Society

BCS Level 1 ICDL Award in IT User Skills - QAN Code 601/0633/5

**Update - VMo to cover HT3/4 Excel and BCR to cover HT1/2 PowerPoint during HT1-4 due to split class

Half term	Unit title	Key knowledge/ Content to learn and retain	Essential skills to acquire (subject & generic)	Link to subject ethos and driver (rename)	Anticipated misconceptions	Links to previous KS	Links to future KS	Opportunity for stretch for high prior attainers	SMSC & British Values	Cultural Capital	Career Link
HT1	Presentation Software (K/502/4621) Input and combine text and other information within presentation slides	Identify what types of information are required for the presentation Select and use different slide layouts as appropriate for different types of information Enter information into presentation slides so that it is ready for editing and formatting Store and retrieve presentation files effectively, in line with local guidelines and conventions where available	Correct understanding and use of command words Understanding and application of the assessment objectives Understanding and application of the markscheme Literacy Communication Self management Non-routine problem solving – expert thinking, metacognition, creativity Systems thinking – decision making and reasoning Critical thinking – analysing, synthesising and reasoning skills Evaluation Justification	"Information Technology and the Web as I envisage it, we have not seen it yet. The future is still so much bigger than the past." Sir Tim Berners Lee – English computer scientist and inventor of the World Wide Web.	Students will regularly believe that all the software tools will be the same and work the same in all of the three modules. This is not however the case and subtle differences exist within similar named tools as well as tool ribbons and menus being different in the PowerPoint, Excel and Word software.	The level 1 ECDL course links directly from the skills learned during the KS3 course. The course uses the same software: PowerPoint, Excel and Word that have been used during topics in year 7, year 8 and year 9. The skills needed are at a more advanced level but the level 1 course skills will have been learned and will be a good starting point for the level 1 ECDL course.	The skills and qualifications learned from the ECDL modules will allow students to progress to further ECDL courses and also to other IT and Computing courses as they will have learned the skills to use the necessary software in those courses. The software is industry standard. The skills learned from the ECDL modules will allow students to progress into work roles and be	The higher attaining students will progress onto the higher level modules to extend their knowledge and skills. The modules available will be advanced PowerPoint, Excel and Word. Exams will be available for the higher attainers to undertake and will allow them to progress further in their chosen field of study or work in the	From an environmental standpoint students are encouraged to understand the ways that computer systems and parts can be recycled, reused and have extended lives. The understanding of environmental impacts is taught through lesson themes. Democracy is something students will learn about and will know how to treat others fairly and how to make things work for the whole class as well as the individual. Rule of Law is taught through lesson themes as well with school rules also being adhered to and considered at all times. Individual Liberty – It is important to have students understand their freedoms as well as knowing how these fit in with the school ethos. Students will know their rights as individuals and will know both what to expect and what is expected of them. Mutual respect for tolerance of those with different faiths and beliefs, and for those without faith is important Resilience is taught through the lessons when students are pushed	We encourage students to read newspapers and technology information We encourage students to watch the news Current technology affairs are incorporated into lessons When talking about technology, links are made to how students will use it in the future Make links to 'real life'	The skills learned from the ECDL modules will allow students to progress into work roles and be computer and software literate. This will allow them to enter most fields of work at a competent level as the software is industry standard and recognised and used the world over. Specialist careers in IT will include: Software Developer Systems Analyst Business Analyst

							computer and software literate. This will allow them to enter most fields of work at a competent level.	future.	to achieve their best, moving out of their perceived limits at times and getting the deserved rewards as a result. Ensuring that the students achieve as much as they can and are able to leave the academy as well rounded individuals that can face whatever challenges they find in the “outside world” of work, college or university.		IT Support Analyst Network Engineer Network Engineer IT Consultant Technical Sales Rep Project Manager
HT2	Presentation Software (K/502/4621) Use presentation software tools to structure, edit and format slides Prepare slides for presentation to meet needs	Select and use an appropriate template to structure slide Select and use appropriate techniques to edit slides Identify what slide structure to use Select and use appropriate techniques to format slides Identify how to present slides to meet needs and communicate effectively Prepare slides for presentation Check presentation	Correct understanding and use of command words Understanding and application of the assessment objectives Understanding and application of the markscheme Literacy Communication Self management Non-routine problem solving – expert thinking, metacognition, creativity Systems thinking – decision making and reasoning Critical thinking – analysing, synthesising and reasoning skills Evaluation Justification	“Information Technology and the Web as I envisage it, we have not seen it yet. The future is still so much bigger than the past.” Sir Tim Berners Lee – English computer scientist and inventor of the World Wide Web.	Students will regularly believe that all the software tools will be the same and work the same in all of the three modules. This is not however the case and subtle differences exist within similar named tools as well as tool ribbons and menus being different in the PowerPoint, Excel and Word software.	The level 1ECDL course links directly from the skills learned during the KS3 course. The course uses the same software: PowerPoint, Excel and Word that have been used during topics in year 7, year 8 and year 9. The skills needed are at a more advanced level but the level 1 course skills will have been learned and will be a good starting point for the level 1 ECDL course.	The skills and qualifications learned from the ECDL modules will allow students to progress to further ECDL courses and also to other IT and Computing courses as they will have learned the skills to use the necessary software in those courses. The software is industry standard. The skills learned from the ECDL modules will allow students to progress into work roles and be computer	The higher attaining students will progress onto the higher level modules to extend their knowledge and skills. The modules available will be advanced PowerPoint, Excel and Word. Exams will be available for the higher attainers to undertake and will allow them to progress further in their chosen field of study or work in the future.	From an environmental standpoint students are encouraged to understand the ways that computer systems and parts can be recycled, reused and have extended lives. The understanding of environmental impacts is taught through lesson themes. Democracy is something students will learn about and will know how to treat others fairly and how to make things work for the whole class as well as the individual. Rule of Law is taught through lesson themes as well with school rules also being adhered to and considered at all times. Individual Liberty – It is important to have students understand their freedoms as well as knowing how these fit in with the school ethos. Students will know their rights as individuals and will know both what to expect and what is expected of them. Mutual respect for tolerance of those with different faiths and beliefs, and for those without faith is important Resilience is taught through the lessons when students are pushed to achieve their best, moving out of	We encourage students to read newspapers and technology information We encourage students to watch the news Current technology affairs are incorporated into lessons When talking about technology, links are made to how students will use it in the future Make links to ‘real life’	The skills learned from the ECDL modules will allow students to progress into work roles and be computer and software literate. This will allow them to enter most fields of work at a competent level as the software is industry standard and recognised and used the world over. Specialist careers in IT will include: Software Developer Systems Analyst Business Analyst

		meets needs, using IT tools and making corrections as necessary					and software literate. This will allow them to enter most fields of work at a competent level.		their perceived limits at times and getting the deserved rewards as a result. Ensuring that the students achieve as much as they can and are able to leave the academy as well rounded individuals that can face whatever challenges they find in the "outside world" of work, college or university.		IT Support Analyst Network Engineer Network Engineer IT Consultant Technical Sales Rep Project Manager
HT3	Spreadsheet Software (A/502/4624) Use a spreadsheet to enter, edit and organise numerical and other data	Identify what numerical and other information is needed and how the spreadsheet should be structured to meet needs Enter and edit numerical and other data accurately Store and retrieve spreadsheet files effectively, in line with local guidelines and conventions where available	Correct understanding and use of command words Understanding and application of the assessment objectives Understanding and application of the markscheme Application of understanding to business issues Literacy Communication Self management Non-routine problem solving – expert thinking, metacognition, creativity Systems thinking – decision making and reasoning Critical thinking – analysing, synthesising and reasoning skills Evaluation Justification	"Information Technology and the Web as I envisage it, we have not seen it yet. The future is still so much bigger than the past." Sir Tim Berners Lee – English computer scientist and inventor of the World Wide Web.	Students will regularly believe that all the software tools will be the same and work the same in all of the three modules. This is not however the case and subtle differences exist within similar named tools as well as tool ribbons and menus being different in the PowerPoint, Excel and Word software.	The level 1ECDL course links directly from the skills learned during the KS3 course. The course uses the same software: PowerPoint, Excel and Word that have been used during topics in year 7, year 8 and year 9. The skills needed are at a more advanced level but the level 1 course skills will have been learned and will be a good starting point for the level 1 ECDL course.	The skills and qualifications learned from the ECDL modules will allow students to progress to further ECDL courses and also to other IT and Computing courses as they will have learned the skills to use the necessary software in those courses. The software is industry standard. The skills learned from the ECDL modules will allow students to progress into work roles and be computer and software	The higher attaining students will progress onto the higher level modules to extend their knowledge and skills. The modules available will be advanced PowerPoint, Excel and Word. Exams will be available for the higher attainers to undertake and will allow them to progress further in their chosen field of study or work in the future.	From an environmental standpoint students are encouraged to understand the ways that computer systems and parts can be recycled, reused and have extended lives. The understanding of environmental impacts is taught through lesson themes. Democracy is something students will learn about and will know how to treat others fairly and how to make things work for the whole class as well as the individual. Rule of Law is taught through lesson themes as well with school rules also being adhered to and considered at all times. Individual Liberty – It is important to have students understand their freedoms as well as knowing how these fit in with the school ethos. Students will know their rights as individuals and will know both what to expect and what is expected of them. Mutual respect for tolerance of those with different faiths and beliefs, and for those without faith is important Resilience is taught through the lessons when students are pushed to achieve their best, moving out of their perceived limits at times and	We encourage students to read newspapers and technology information We encourage students to watch the news Current technology affairs are incorporated into lessons When talking about technology, links are made to how students will use it in the future Make links to 'real life'	The skills learned from the ECDL modules will allow students to progress into work roles and be computer and software literate. This will allow them to enter most fields of work at a competent level as the software is industry standard and recognised and used the world over. Specialist careers in IT will include: Software Developer Systems Analyst Business Analyst IT Support

							literate. This will allow them to enter most fields of work at a competent level.		getting the deserved rewards as a result. Ensuring that the students achieve as much as they can and are able to leave the academy as well rounded individuals that can face whatever challenges they find in the “outside world” of work, college or university.		Analyst Network Engineer Network Engineer IT Consultant Technical Sales Rep Project Manager
HT4	Spreadsheet Software (A/502/4624) Use appropriate formulas and tools to summarise and display spreadsheet information Select and use appropriate tools and techniques to present spreadsheet information effectivel	Identify how to summarise and display the required information Use functions and formulas to meet calculation requirements Use spreadsheet tools and techniques to summarise and display information Select and use appropriate tools and techniques to format spreadsheet cells, rows and columns Identify which chart or graph type to use to	Correct understanding and use of command words Understanding and application of the assessment objectives Understanding and application of the markscheme Application of understanding to business issues Application of quantitative skills Interpretation and use of information from graphs and charts Literacy Communication Self management Non-routine problem solving – expert thinking, metacognition, creativity Systems thinking – decision making and reasoning Critical thinking – analysing, synthesising and reasoning skills	“Information Technology and the Web as I envisage it, we have not seen it yet. The future is still so much bigger than the past.” Sir Tim Berners Lee – English computer scientist and inventor of the World Wide Web.	Students will regularly believe that all the software tools will be the same and work the same in all of the three modules. This is not however the case and subtle differences exist within similar named tools as well as tool ribbons and menus being different in the PowerPoint, Excel and Word software.	The level 1ECDL course links directly from the skills learned during the KS3 course. The course uses the same software: PowerPoint, Excel and Word that have been used during topics in year 7, year 8 and year 9. The skills needed are at a more advanced level but the level 1 course skills will have been learned and will be a good starting point for the level 1 ECDL course.	The skills and qualifications learned from the ECDL modules will allow students to progress to further ECDL courses and also to other IT and Computing courses as they will have learned the skills to use the necessary software in those courses. The software is industry standard. The skills learned from the ECDL modules will allow students to progress into work roles and be computer and software literate. This	The higher attaining students will progress onto the higher level modules to extend their knowledge and skills. The modules available will be advanced PowerPoint, Excel and Word. Exams will be available for the higher attainers to undertake and will allow them to progress further in their chosen field of study or work in the future.	From an environmental standpoint students are encouraged to understand the ways that computer systems and parts can be recycled, reused and have extended lives. The understanding of environmental impacts is taught through lesson themes. Democracy is something students will learn about and will know how to treat others fairly and how to make things work for the whole class as well as the individual. Rule of Law is taught through lesson themes as well with school rules also being adhered to and considered at all times. Individual Liberty – It is important to have students understand their freedoms as well as knowing how these fit in with the school ethos. Students will know their rights as individuals and will know both what to expect and what is expected of them. Mutual respect for tolerance of those with different faiths and beliefs, and for those without faith is important Resilience is taught through the lessons when students are pushed to achieve their best, moving out of their perceived limits at times and getting the deserved rewards as a	We encourage students to read newspapers and technology information We encourage students to watch the news Current technology affairs are incorporated into lessons When talking about technology, links are made to how students will use it in the future Make links to ‘real life’	The skills learned from the ECDL modules will allow students to progress into work roles and be computer and software literate. This will allow them to enter most fields of work at a competent level as the software is industry standard and recognised and used the world over. Specialist careers in IT will include: Software Developer Systems Analyst Business Analyst IT Support Analyst

	y	display information Select and use appropriate tools and techniques to generate, develop and format charts and graphs Check information meets needs, using spreadsheet tools and making corrections as necessary, which chart or graph type to use to display information	Evaluation Justification				will allow them to enter most fields of work at a competent level.		result. Ensuring that the students achieve as much as they can and are able to leave the academy as well rounded individuals that can face whatever challenges they find in the "outside world" of work, college or university.		Network Engineer Network Engineer IT Consultant Technical Sales Rep Project Manager
HT5	Word Processing Software (L/502/4627) Enter, edit and combine text and other information accurately within word processing document	Identify what types of information are needed in documents Identify what templates are available and when to use them Use keyboard or other input method to enter or insert text and other information Combine information of different types or from different sources into a document Enter information into existing tables, forms and templates	Correct understanding and use of command words Understanding and application of the assessment objectives Understanding and application of the markscheme Application of understanding to business issues Self management Non-routine problem solving – expert thinking, metacognition, creativity Systems thinking – decision making and reasoning Critical thinking – analysing, synthesising and reasoning skills Evaluation Justification	"Information Technology and the Web as I envisage it, we have not seen it yet. The future is still so much bigger than the past." Sir Tim Berners Lee – English computer scientist and inventor of the World Wide Web.	Students will regularly believe that all the software tools will be the same and work the same in all of the three modules. This is not however the case and subtle differences exist within similar named tools as well as tool ribbons and menus being different in the PowerPoint, Excel and Word	The level 1ECDL course links directly from the skills learned during the KS3 course. The course uses the same software: PowerPoint, Excel and Word that have been used during topics in year 7, year 8 and year 9. The skills needed are at a more advanced level but the level 1 course skills will have been learned and will be a good starting	The skills and qualifications learned from the ECDL modules will allow students to progress to further ECDL courses and also to other IT and Computing courses as they will have learned the skills to use the necessary software in those courses. The software is industry standard. The skills learned from the ECDL modules will allow	The higher attaining students will progress onto the higher level modules to extend their knowledge and skills. The modules available will be advanced PowerPoint, Excel and Word. Exams will be available for the higher attainers to undertake and will allow them to progress further in their	From an environmental standpoint students are encouraged to understand the ways that computer systems and parts can be recycled, reused and have extended lives. The understanding of environmental impacts is taught through lesson themes. Democracy is something students will learn about and will know how to treat others fairly and how to make things work for the whole class as well as the individual. Rule of Law is taught through lesson themes as well with school rules also being adhered to and considered at all times. Individual Liberty – It is important to have students understand their freedoms as well as knowing how these fit in with the school ethos. Students will know their rights as individuals and will know both what to expect and what is expected of them. Mutual respect for tolerance of those with different faiths and beliefs, and	We encourage students to read newspapers and technology information We encourage students to watch the news Current technology affairs are incorporated into lessons When talking about technology, links are made to how students will use it in the future Make links to 'real life'	The skills learned from the ECDL modules will allow students to progress into work roles and be computer and software literate. This will allow them to enter most fields of work at a competent level as the software is industry standard and recognised and used the world over. Specialist careers in IT will include: Software Developer Systems

		Use editing tools to amend document content Store and retrieve document files effectively, in line with local guidelines and conventions where available			software.	point for the level 1 ECDL course.	students to progress into work roles and be computer and software literate. This will allow them to enter most fields of work at a competent level.	chosen field of study or work in the future.	for those without faith is important Resilience is taught through the lessons when students are pushed to achieve their best, moving out of their perceived limits at times and getting the deserved rewards as a result. Ensuring that the students achieve as much as they can and are able to leave the academy as well rounded individuals that can face whatever challenges they find in the "outside world" of work, college or university.		Analyst Business Analyst IT Support Analyst Network Engineer Network Engineer IT Consultant Technical Sales Rep Project Manager
HT6	Word Processing Software (L/502/4627) Structure information within word processing documents Use word processing software tools to format and present documents	Create and modify tables to organise tabular or numeric information Select and apply heading styles to text Identify what formatting to use to enhance presentation of the document Select and use appropriate techniques to format characters and paragraphs Select and use appropriate page	Correct understanding and use of command words Understanding and application of the assessment objectives Understanding and application of the markscheme Application of understanding to business issues Self management Non-routine problem solving – expert thinking, metacognition, creativity Systems thinking – decision making and reasoning Critical thinking – analysing, synthesising and reasoning skills Evaluation Justification	"Information Technology and the Web as I envisage it, we have not seen it yet. The future is still so much bigger than the past." Sir Tim Berners Lee – English computer scientist and inventor of the World Wide Web.	Students will regularly believe that all the software tools will be the same and work the same in all of the three modules. This is not however the case and subtle differences exist within similar named tools as well as tool ribbons and menus being different in the PowerPoint, Excel and Word software.	The level 1ECDL course links directly from the skills learned during the KS3 course. The course uses the same software: PowerPoint, Excel and Word that have been used during topics in year 7, year 8 and year 9. The skills needed are at a more advanced level but the level 1 course skills will have been learned and will be a good starting point for the	The skills and qualifications learned from the ECDL modules will allow students to progress to further ECDL courses and also to other IT and Computing courses as they will have learned the skills to use the necessary software in those courses. The software is industry standard. The skills learned from the ECDL modules will allow students to		From an environmental standpoint students are encouraged to understand the ways that computer systems and parts can be recycled, reused and have extended lives. The understanding of environmental impacts is taught through lesson themes. Democracy is something students will learn about and will know how to treat others fairly and how to make things work for the whole class as well as the individual. Rule of Law is taught through lesson themes as well with school rules also being adhered to and considered at all times. Individual Liberty – It is important to have students understand their freedoms as well as knowing how these fit in with the school ethos. Students will know their rights as individuals and will know both what to expect and what is expected of them. Mutual respect for tolerance of those with different faiths and beliefs, and for those without faith is important	We encourage students to read newspapers and technology information We encourage students to watch the news Current technology affairs are incorporated into lessons When talking about technology, links are made to how students will use it in the future Make links to 'real life'	The skills learned from the ECDL modules will allow students to progress into work roles and be computer and software literate. This will allow them to enter most fields of work at a competent level as the software is industry standard and recognised and used the world over. Specialist careers in IT will include: Software Developer Systems Analyst

		layout to present and print documents Check documents meet needs, using IT tools and making corrections as necessary				level 1 ECDL course.	progress into work roles and be computer and software literate. This will allow them to enter most fields of work at a competent level.		Resilience is taught through the lessons when students are pushed to achieve their best, moving out of their perceived limits at times and getting the deserved rewards as a result. Ensuring that the students achieve as much as they can and are able to leave the academy as well rounded individuals that can face whatever challenges they find in the “outside world” of work, college or university.		Business Analyst IT Support Analyst Network Engineer Network Engineer IT Consultant Technical Sales Rep Project Manager

Skills developed throughout the programme

Cognitive skills
- Non-routine problem solving – expert thinking, metacognition, creativity.
- Systems thinking – decision making and reasoning.
- Critical thinking – definitions of critical thinking are broad and usually involve general cognitive skills such as analysing, synthesising and reasoning skills.
- ICT literacy – access, manage, integrate, evaluate, construct and communicate.

Interpersonal skills
- Communication – active listening, oral communication, written communication, assertive communication and non-verbal communication.
- Relationship-building skills – teamwork, trust, intercultural sensitivity, service orientation, self-presentation, social influence, conflict resolution and negotiation.
- Collaborative problem solving – establishing and maintaining shared understanding, taking appropriate action, establishing and maintaining team organisation.

Intrapersonal skills
- Adaptability – ability and willingness to cope with the uncertain, handling work stress, adapting to different personalities, communication styles and cultures, and physical adaptability to various indoor and outdoor work environments.
- Self-management and self-development – ability to work remotely in virtual teams, work autonomously, be self-motivating and self-monitoring, willing and able to acquire new information and skills related to work.