



### Subject outline for Year 12 and 13 ICT

<b>Unit 1</b> <b>Digital Business Communication</b>	<b>Unit 2</b> <b>Collaborative Working</b>	<b>Unit 3</b> <b>Problem Solving</b>	<b>Unit 4</b> <b>Creating a Digital Showcase</b>
<ul style="list-style-type: none"> <li>• Investigate the role and contribution of communication technology to business.</li> <li>• Explain the aids and barriers to effective communication</li> <li>• Design and create a presentation style for use in business documents.</li> <li>• Demonstrate the effective use of written communication using ICT in a business context</li> <li>• Demonstrate the effective use of email in a business context.</li> <li>• Demonstrate an understanding of document and computer security in the workplace</li> <li>• Use standard ways of working to work safely, keep information secure and manage personal information</li> <li>• Plan a project as part of a group.</li> <li>• Investigate ICT tools to support collaborative working.</li> <li>• Investigate how search engines work.</li> </ul>	<ul style="list-style-type: none"> <li>• Plan a project as part of a group.</li> <li>• Investigate ICT tools to support collaborative working.</li> <li>• Investigate how search engines work.</li> <li>• Carry out research for the group project.</li> <li>• Create the allocated part of the group task containing information from a range of sources.</li> <li>• Work collaboratively with others to review the results of the research and produce the final product.</li> <li>• Review and evaluate the project and collaborative tools used.</li> </ul>	<ul style="list-style-type: none"> <li>• Define a statistical problem to be investigated.</li> <li>• Design and carry out a data collection activity.</li> <li>• Collect data and store it using a spreadsheet.</li> <li>• Create a suitable spreadsheet to analyse the data.</li> <li>• Create suitable graphs/charts.</li> <li>• Present findings to an audience.</li> </ul>	<ul style="list-style-type: none"> <li>• Specify project requirements.</li> <li>• Design a solution.</li> <li>• Create and edit multimedia elements.</li> <li>• Optimise multimedia elements.</li> <li>• Author an interactive multimedia product.</li> <li>• Use the results of testing and feedback to produce the final version</li> <li>• .Create a user guide</li> </ul>