

Lady Hawkins' School

& SIXTH FORM

Subject outline for Year 9 ICT

Half Term	Pass (Including example criteria)	Merit (Including example criteria)	Distinction (Including example criteria)
Autumn 1st	Understand how safe working practices are applied in a business environment. <ul style="list-style-type: none"> • measures to protect health, • measures to protect physical safety • measures to protect files from loss 	Understand how safe working practices are applied in a business environment. <ul style="list-style-type: none"> • measures to protect health, • measures to protect physical safety • measures to protect files from loss 	Understand how safe working practices are applied in a business environment. <ul style="list-style-type: none"> • measures to protect health, • measures to protect physical safety • measures to protect files from loss
Half term			
Autumn 2nd	Using appropriate software, select and use tools and facilities to download files/information and to understand how to use email in a business context. Use a search engine to source information for a specific purpose using the Internet.	Using appropriate software, select and use tools and facilities to download files/information and to understand how to use email in a business context. Use a search engine to source information for a specific purpose using the Internet.	Using appropriate software, select and use tools and facilities to download files/information and to understand how to use email in a business context. Use a search engine to source information for a specific purpose using the Internet.
Christmas Holiday			
Spring 1st	Design and create a business presentation to accompany a talk, using presentation software . Create a business presentation of at least five slides selecting and using text and graphics.	Design and create a business presentation to accompany a talk, using presentation software. Create a business presentation of at least five slides selecting and using appropriate text and graphics.	Design and create a business presentation to accompany a talk, using presentation software. create a business presentation of at least five slides selecting and using appropriate text and graphics
Half term			
Spring 2nd	Design and create business documents using word processing or DTP software. Create straightforward business documents.	Design and create business documents using word processing or DTP software. Design and create at least three types of business document	Design and create business documents using word processing or DTP software. Design and create at least three types of business document, including a mail merged letter
Easter Holiday			
Summer 1st	Design, create and use a business spreadsheet. Create a business spreadsheet for a given purpose using at least two different calculations.	Design, create and use a business spreadsheet. create an effective business spreadsheet for a given purpose displaying accurate figures.	Design, create and use a business spreadsheet. Several different formulas will be used efficiently and will include the appropriate use of more than one function and at least two different arithmetic operators.
Half term			
Summer 2nd	Select and use tools and facilities in database software to enter, sort and search for information for business purposes using a realistic business database. Enter, edit and delete data in a database. These changes will be largely accurate.	Select and use tools and facilities in database software to enter, sort and search for information for business purposes using a realistic business database. Enter, edit and delete data in a database. These changes will be made accurately.	Select and use tools and facilities in database software to enter, sort and search for information for business purposes using a realistic business database. Enter, edit and delete data in a database. These changes will be made accurately
Summer Holiday			