Engineering Northern Lincolnshire UTC

LONG-TERM PLAN

Year 9	Information Technology		
	Key content	**Why we teach this**	**Assessment and Links to Specialism(s)**
Autumn 1	**Use a spreadsheet to enter, edit and organise numerical and other data** **Select and use appropriate formulas and data analysis tools to meet requirements** **Select and use tools and techniques to present and format spreadsheet information**	The need to be able to decide on appropriate data and then format and work with this data is essential in most business. Use of spreadsheets offer a way to organise and represent data. Calculations are streamlined and more importantly, adaptations are made quickly and accurately as a result of any changes necessary in the data.	Health care data review of patients or those in care Review of Engineering data on component failure Use of data in presentations
Autumn 2	**Enter and combine text and other information accurately within word processing documents** **Create and modify layout and structures for word processing documents** **Use word processing software tools to format and present documents effectively to meet requirements**	As part of the communication agenda (see also Presentation below) the need to use word processors has become ever-more prevalent in modern working and life. Adaptations to work using formatting can help to make an argument offering clarity and clarification of the intended argument.	Assessment of Autumn term 1 - Spreadsheet Software Use of word processing to prepare and present a report in both Engineering and Health and Social

Spring 1	**Input and combine text and other information within presentation slides** **Use presentation software tools to structure, edit and format slide sequences** **Prepare slideshow for presentation**	In many ways Powerpoint is an overworked asset to modern life. Seen as an elixir to all presentations it is often under-utilised yet relied on, inappropriately, to drive across an issue or make a argument to an audience. This model informs users of the 'Power' in Powerpoint and will help students to use this facility more effectively in many subjects.	Assessment of Autumn term 2 - Word Processing Use of Powerpoint to present information on the specialism
Spring 2	**Plan select and use appropriate IT systems and software to meet needs** **Review and adapt the ongoing use of IT tools and systems to make sure that activities are successful**	Selection, at the outset of a project or plan, of the right IT tools to complete the job is essential for success. Students will be encouraged to consider carefully what these first decision need to be for the context presented.	Assessment of Autumn term 3 - Presentation Software Good information, data and how these are formatted and presented are important components of making decisions. All subjects require analysis of information.
Summer 1	**Develop and test solutions to improve the ongoing use of IT tools and systems** **Use IT Systems to formulate a complete report for your chosen specialism (Engineering/Health and Social)**	Bringing together all that has been learnt throughout this course students will make significant choices about their work and begin to consider that of others. Specialisms will be employed to help to establish the context for the problem and therefore the choices to be made.	Communication in all subjects using the techniques established throughout this course Assessment of Autumn term 2 – Improving Productivity Using IT

Summer 2	**Criticise and advise on the use of IT to present a particular argument or report.** **Use formatting, skills including those of presentation, to advise, suggest adaptation and provide constructive feedback.**	Critical analysis of a report or system adopted to address an issue is a key skill both in life and future employment. Students will be involved in examining the choices made by others and offering criticism and advice to make improvements in a study under review.	Specialisms require analysis and review of the work of others. Opportunity for re-assessment of any of the units