

# Year 10 ICT Overview

Unit	Duration (lessons)	Learning Objectives/Outcomes
Business uses of ICT and business documents	12	Understanding how ICT is employed by businesses both in terms of using applications software in context and the inclusion of corporate identity and house style on documentation.
Data handling with spreadsheets and databases	12	<p>Understanding how data can be stored and manipulated in databases and spreadsheets for different purposes.</p> <p>Databases topics will include:</p> <ul style="list-style-type: none"> <li>• Fields, records, primary keys</li> <li>• Table/schema design and relationships</li> <li>• Data types</li> <li>• Queries</li> <li>• Reports</li> </ul> <p>Spreadsheet topics will include:</p> <ul style="list-style-type: none"> <li>• Data types</li> <li>• Formulas and functions</li> <li>• Representing data with graphs and charts</li> <li>• Advanced functions e.g. data validation, conditional formatting, etc.</li> </ul>
R002 assessment project	20	A Controlled Assessment project themed around providing a suite of business documents, customer database and financial planning solution to a company along with a written report summarising the students' research, creation of the work and testing/evaluation.
Advanced spreadsheet skills	8	An increased focus on spreadsheet software and its more advanced features ahead of the forthcoming R003 Controlled Assessment.
R003 assessment project	20	An advanced spreadsheet Controlled Assessment themed around utilising spreadsheet software to develop a robust system along with a written report summarising the students' research, creation of the work and testing/evaluation.