

# ICT

## Key Stage 3

The pupils in Key Stage 3 follow a syllabus which covers the key concepts and processes which have been set out in the National Curriculum. Pupils develop their ability to use a range of programmes to complete tasks including; Word Processing, Database Handling, PowerPoint presentations, publishing documents and Multi Media presentations. Within these areas pupils develop their knowledge of issues surrounding I.C.T such as E Safety and the impact that I.C.T has on our everyday life.

## Key Stage 4

The pupils in Key Stage 4 follow a syllabus which covers the key concepts and processes which have been set out in the National Curriculum. Pupils develop their ability to use a range of programmes to complete tasks including; Word Processing, Database Handling, PowerPoint presentations, publishing documents and Multi Media presentations. Within these areas pupils develop their knowledge of issues surrounding I.C.T such as E Safety and the impact that I.C.T. has on our everyday life. Pupils will work towards achieving a Functional Skills qualification at Levels 1 or 2.