The Lester Vaughan School
Information Technology (Practical) Unit Plans –Year 1
Term – 1

WEEK	TOPIC	OBJECTIVES	CONTENT
1	Word Processing	● Review standard formatting features ● Complete similar processes using Google Docs.	- Doc size, margins, font attributes, B/U/I, line spacing, alignment, sub & superscript. - *students write an algorithm to a problem involving the above features*.
2		● Produce a doc with the above features while adding more WP features	Copy & move text, copy text from ext. source, insert pictures & shapes, insert screenshots, format shapes & pictures, insert text box / word art, insert page.
3		● Produce a dos which includes columns, borders, tables and hyperlinks.	Insert borders, columns, Highlight text, insert and format tables, hyperlinks. - *students write an algorithm to a problem involving the above features.*
4		● Create a single doc to be sent to several persons with info which relates to each individual only.	Create prim. doc / form letter; create a data source (in Word or Excel) *{no use of wizard}*. Merge docs to produce individual letters.
5		● Create a fillable electronic form for online use.	Use of content controls, such as check boxes, text boxes, date picker, drop-down lists, and command buttons.
6		● Complete **Unit Test** ● Review and tidy up units taught	All units, theory & practical
7	Spreadsheet Management	● Perform basic entry and calculations ● format a table ● ID row, column, cell address, ranges ● Clear & Fill functions	Enter data in a table; resize columns & rows; use basic formulae: add, subtract, divide, multiply. use sum, count, counta, average. use features such as B, I, U, font attributes, etc.

			Format cell / range {Format Cell dialog}
8		● perform tasks including: date, countif, max, min, ● Write logical statements (simple) ● Edit cells (without deleting) {F2}	static & dynamic date entry, counts based on criteria; basic if statements - *students write an algorithm to a problem involving some of the above features*.
9		● Perform calculations using ACR {F4} ● Rename cells & ranges ● Copy formulae and data ● Explain what happens if data is moved to a new location.	Calculations with simple ref cell or range (e.g. in rank formula, a multiplier). Diff. between moving cell values and copying them - effect on related formulae.
10		● Write logical statements with calculations. ● Assign values to fields / formulae from a list. ● Insert a table in a spreadsheet.	If statements with calc.; Truth Tables vlookup function. Insert Table function. - *students write an algorithm to a problem involving some of the above features*.
11		● Extract data from a larger table ● Sum values based on criteria	Advanced filtering sumif function
12		● Perform basic calculations using vba ●	Intro to vba concepts
		●	

TERM 2

WEEK	TOPIC	OBJECTIVES	CONTENT
1	Spreadsheet Management	● Calculate the amount payable on a loan ● Perform calculations across sheets	PMT function sumif, countif
2		● Display summary data for presentation	Pivot Tables
3			
4		Unit Test 2	
5	Database Management	● Describe and create a basic database with one table using MS Access	BD concepts: purpose, uses, types, DBMS, DBM, RDBMS, fields, records
6		● Modify a database ● Add data to a DB (table) ● Delete fields and records	DB population; design modification
7		● Add a new table ● perform table linking, ref. Integrity ● Test integrity of link (record deletion or addition)	New table in DB; Pri. & For. keys; Referential Integrity; Relationships:- 1:1, 1:M, M:M - *Students write an algorithm based on the above processes*
8		● Create a Form for data entry ● Create a sub-form ● Extract data using simple select queries	Forms, sub-forms; Queries: select fields - 1 table, 2 tables, single criterion
9		● Extract data using various techniques ● Reproduce Truth Tables	Queries: preset summaries (count, max, etc.), multiple criteria, wildcards, math operators, And / Or conditions - *Students write an algorithm based on the above processes*
10		● Add new fields to queries by way of calculations ● Produce reports from selected fields	Calculated queries Creation of reports
11	Problem Solving	● Describe the steps to Prob. Solving ● Create an IPO ● Analyse a simple math based prob.	Steps To Prob Solving; IPO charts; basic math based scenarios.
12		●	

TERM 3

WEEK	TOPIC	OBJECTIVES	CONTENT
1	Problem Solving	● Describe the steps to Prob. Solving ● Create an IPO ● Analyse a simple math based prob.	Steps To Prob Solving; IPO charts; basic math based scenarios.
2		● Define sequence, repetition & iteration ● Define variable & constant ● Write an algorithm to a simple prob following an IPO analysis (sequence)	IPO charts; algorithms; problem statements
3			
4		● Solve a prob containing an simple If statement ●	IPO charts; algorithms; problem statements which include logical decisions
5			
6		● Solve a prob which requires breaking into seb-section and solving each part individually before reconnecting the one final solution	Multi-part problem
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		●	
12		●	
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