



Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Basic word processing and using ICT.	Basic word processing and using ICT.	Making the most of Microsoft word	Making the most of Microsoft word	Accreditation	Accreditation
Introduction to Excel	Further Development of Excel	Developing presenting and communicating information	Developing presenting and communicating information	Revision & Mocks	Revision & Mocks
Working towards next accreditation level	Working towards next accreditation level	Working towards next accreditation level	Working towards next accreditation level	Working towards next accreditation level	Working towards next accreditation level

National Online Safety	National Online Safety	National Online Safety
Autumn 1 – Self-image and identity	Spring 1 – Online reputation and online bullying	Summer 1 – Health, Well-being and Lifestyle
Autumn 2 – Online relationships	Spring 2 – Managing Online Information	Summer 2 – Privacy and security, copyright and ownership