Stage 2 ICT Programme

Integrating ICT capability [(NESA)](https://educationstandards.nsw.edu.au/wps/portal/nesa/k-10/understanding-the-curriculum/programming/integrating-ict-capability) and [English Syllabus](https://curriculum.nsw.edu.au/syllabuses/english-k-10-2022?tab=content)

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| **HARDWARE AND SOFTWARE** | | | | | |
| **ICT**  **Learning Area** | **Year 3** | **Year 4** |  |  |
|  | **Typically, by the end of Year 3 students will be able to:** | **Typically, by the end of Year 4 students will be able to:** |  |  |
|  |  |  | **ACTIVITY** | **ASSESSMENT** |
| **Computer Skills** | Turn computer and monitor on and off.  Log on with personal ID. Sign out at end of lesson.  Identify computer parts (keyboard, monitor, headphone jack, microphone jack…) EN2-VOCAB-01  Recognise and open applications from the Start Menu EN2-VOCAB-01  Find and open documents: My Documents and Class Folder. EN2-RECOM-01  Find and open documents: Collaboration. EN2-RECOM-01  Save work in the correct folder. | Turn computer and monitor on and off.  Log on with personal ID. Sign out at end of lesson.  Identify computer parts (keyboard, monitor, headphone jack, microphone jack…) EN2-VOCAB-01  Recognise and open applications from the Start Menu. EN1-RECOM-01  Find and open documents: My Documents and Class Folder. EN2-RECOM-01  Find and open documents: Collaboration. EN2-RECOM-01  Save work in the correct folder. |  |  |
| **Basic Keyboard Skills** | Use CTRL + S (save), CTRL + C (copy), CTRL + V (paste), CTRL + P (print), CTRL + F (find), CTRL + Z (undo), CTRL + Y (redo) and CTRL + ALT+ DEL (logon / sign off / shutdown). EN2-VOCAB-01  Type sentences with correct punctuation. EN2-CWT-01, EN2-CWT-02,  EN2-CWT-03 | Use CTRL + S (save), CTRL + C (copy), CTRL + V (paste), CTRL + P (print), CTRL + F (find), CTRL + Z (undo), CTRL + Y (redo) and CTRL + ALT+ DEL (logon / sign off / shutdown). EN2-VOCAB-01  Type sentences with correct punctuation. EN2-CWT-01, EN2-CWT-02,  EN2-CWT-03 |  |  |
| **INTERNET** | | | | | |
| **ICT**  **Learning Area** | **Year 3** | **Year 4** |  |  |
|  | **Typically, by the end of Year 3 students will be able to:** | **Typically, by the end of this Year 4 students will be able to:** |  |  |
|  |  |  | **ACTIVITY** | **ASSESSMENT** |
| **Navigation** | Create a shortcut on the task bar to a website.  Type in a website URL. EN2-VOCAB-01  Recognise and open a hyperlink. | Create a shortcut on the task bar to a website.  Type in a website URL. EN2-VOCAB-01  Recognise and open a hyperlink. |  |  |
| **Searching** | Use internet browser to search for specific information and images. EN2-VOCAB-01,  EN2-RECOM-01  Download, save and print from a trusted website. EN2-RECOM-01 | Use internet browser to search for specific information and images. EN2-VOCAB-01, EN2-RECOM-01  Download, save and print from a trusted website. EN2-RECOM-01 |  |  |
| **Internet Safety** | Knowledge of internet safety (incorrect websites, cyber bullying and sharing personal information). EN2-VOCAB-01, EN2-RECOM-01 | Knowledge of internet safety (incorrect websites, cyber bullying and sharing personal information). EN2-VOCAB-01, EN2-RECOM-01 |  |  |

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| **VOCABULARY** | | | | | |
| **ICT**  **Learning Area** | **Year 3** | **Year 4** |  |  |
|  | **Typically, by the end of Year 3 students will be able to:** | **Typically, by the end of this Year 4 students will be able to:** |  |  |
|  |  |  | **ACTIVITY** | **ASSESSMENT** |
|  | Understands and effectively uses Tier 1 computer words, taught Tier 2 technology words and Tier 3 subject/  programme vocabulary to extend and elaborate ideas. EN2-VOCAB-01 | Understands and effectively uses Tier 1 computer words, taught Tier 2 technology words and Tier 3 subject/  programme vocabulary to extend and elaborate ideas. EN2-VOCAB-01 |  |  |
| **PROGRAMMES** | | | | | |
| **WORD PROCESSING SKILLS (MS WORD)** | | | | | |
| **ICT**  **Learning Area** | **Year 3** | **Year 4** |  |  |
|  | **Typically, by the end of Year 3 students will be able to:** | **Typically, by the end of this Year 4 students will be able to:** |  |  |
|  |  |  | **ACTIVITY** | **ASSESSMENT** |
|  | Apply to all skills below  EN2-CWT-01, EN2-CWT-02,  EN2-CWT-03, EN2-HANDW-02  Type simple paragraph with correct punctuation.  Change size, colour, and font of text.  Align text.  Insert Word Art, graphics, clipart, and photographs.  Resize and move graphics, clipart, and photographs.  Insert shapes. | Apply to all skills below  EN2-CWT-01, EN2-CWT-02,  EN2-CWT-03, EN2-HANDW-02  Type simple paragraph with increasingly more complex sentences and correct punctuation.  Change size, colour, and font of text.  Align text.  Insert Word Art, graphics, clipart, and photographs.  Resize and move graphics, clipart, and photographs.  Demonstrate awareness of Spell Check.  Insert shapes, and text box. EN2-VOCAB-01 |  |  |
| **PRESENTATION SKILLS (POWERPOINT)** | | | | |
| **ICT**  **Learning Area** | **Year 3** | **Year 4** |  |  |
|  | **Typically, by the end of Year 3 students will be able to:** | **Typically, by the end of this Year 4 students will be able to:** |  |  |
|  |  |  | **ACTIVITY** | **ASSESSMENT** |
|  | Apply to all skills below  EN2-CWT-01, EN2-CWT-02,  EN2-CWT-03, EN2-HANDW-02  Create a new slide.  Insert, duplicate, and delete slide.  Reorganise slides.  Insert graphics, clipart, shapes, and photographs.  Resize and move graphics, clipart, shapes, and photographs.  Insert, resize, and move text box.  Create a slideshow.  Use a background. | Apply to all skills below  EN2-CWT-01, EN2-CWT-02,  EN2-CWT-03, EN2-HANDW-02  Create a new slide.  Insert, duplicate, and delete slide.  Reorganise slides.  Insert graphics, clipart, shapes, and photographs.  Resize and move graphics, clipart, shapes, and photographs.  Insert, resize, and move text box.  Create a slideshow.  Use a background. |  |  |
| **SPREADSHEET SKILLS (EXCEL)** | | | | |
| **ICT**  **Learning Area** | **Year 3** | **Year 4** |  |  |
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|  |  |  | **ACTIVITY** | **ASSESSMENT** |
|  | Demonstrate knowledge and use of spreadsheet terms (cell, row, column, fill down, fill right, formula). EN2-VOCAB-01  Insert data.  Create a line, bar, and pie graph from data. EN2-VOCAB-01, EN2-HANDW-02  Use Sum and Average formulas. EN2-HANDW-02  Copy and paste cells. EN2-HANDW-02  Apply colour to rows, cells, and columns. EN2-HANDW-02 | Demonstrate knowledge and use of spreadsheet terms (cell, row, column, fill down, fill right, formula). EN2-VOCAB-01  Insert data.  Create a line, bar, and pie graph from data. EN2-VOCAB-01, EN2-HANDW-02  Use Sum and Average formulas. EN2-HANDW-02  Copy and paste cells. EN2-HANDW-02  Apply colour to rows, cells, and columns. EN2-HANDW-02  Begin to use conditional formula. EN2-HANDW-02 |  |  |

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|  | | **DRAWING (KIDPIX)** | | | | |
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|  | **Typically, by the end of Year 3 students will be able to:** | | **Typically, by the end of this Year 4 students will be able to:** |  |  |
|  |  | |  | **ACTIVITY** | **ASSESSMENT** |
|  | Apply to all skills below  EN2-CWT-01, EN2-CWT-02,  EN2-CWT-03, EN2-HANDW-02  Use the mouse to control the pencil, paint tools, paint bucket, spray can, to make basic 2D and 3D shapes. EN2-VOCAB-01  Paint with 3D objects to make e.g. borders.  Insert backgrounds, stickers, and stamps.  Use Undo and erase.  Add text.  Add sound.  Add voice.  Make a slideshow to explain a concept.  Animate 3D pictures. | | Apply to all skills below  EN2-CWT-01, EN2-CWT-02,  EN2-CWT-03, EN2-HANDW-02  Use the mouse to control the pencil, paint tools, paint bucket, spray can, to make basic 2D and 3D shapes. EN2-VOCAB-01  Paint with 3D objects to make e.g. borders.  Insert backgrounds, stickers, and stamps.  Use Undo and erase.  Add text.  Add sound.  Add voice.  Make a slideshow to explain a concept.  Animate 3D pictures. |  |  |

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|  | Identify and explore a range of digital systems with peripheral devices for different purposes, and transmit different types of data  [(ACTDIK007 - Scootle )](http://www.scootle.edu.au/ec/search?accContentId=ACTDIK007)  Recognise different types of data and explore how the same data can be represented in different ways  [(ACTDIK008 - Scootle )](http://www.scootle.edu.au/ec/search?accContentId=ACTDIK008) e.g. graphs | |  |  |