Year 7 Computer Science

Intent:

Students will develop ICT skills to enable them to use those skill in other lessons and year as well as in future employment

They will use the Microsoft Office suite and cover PowerPoint, Word and Excel.

																							We	eks																								
Staffing		1	2	3	4		1	2	3	4	5	6	7 8		1	2	3	4	5	6	7		1	2	3	4 5		_1	. 2	3	4	. 5	6		1	2	3	4	5	6	7	8 !	9		1	2 3	4	
Starring								30th August - 20th Octobe							7	th No	vembe	er - 22r	nd De	cembe	er		8th Ja	nuary	y - 9th	Februa	γ		19th F	ebrua	ary - 28	8th Ma	arch				15t	h Apr	il - 14t	h Jun	e				25	5th June	· -	
	_	26-Jun	lut-£0	10-Jul	17-Jul		28-Aug	04-Sep	11-Sep	18-Sep	25-Sep	02-Oct	16-Oct		voN-90	13-Nov	20-Nov	27-Nov	04-Dec	11-Dec	18-Dec	-	08-Jan	15-Jan	22-Jan	29-Jan 05-Feb		19-Feh	26-Feb	04-Mar	11-Mar	18-Mar	25-Mar		15-Apr	22-Apr	29-Apr	06-May	13-May	20-May	27-May	03-Jun	unr-OT	_	24-Jun	01-Jul	15-Jul	
						weeks)	ı	ntrodu	uction 8	& Net S	Safety		PPT	eks)			PPT			Wo	rd	(2 weeks)		V	Word		eek)			E	excel			ks)	Exc	cel		En	d of Y	/ear	topi	С	1300	eek)				lay
DFR	Academic Plan	V/ 13	N/A	d issues, Int	systems and lesson expectations	Summer Holiday (5	Slack - Into	Introduction to Teams	Using the Snipping tool to evidence wor	Introduction to Email	Staying safe online	Keeping your computer safe	Hot Keys Ling image tools in PowerPoint	Half Term (2 weeks)	nent.	slide master and alignment	Effects & Animati	End of Unit Assessment	5	Margins & Layouts	Using Images in word	Christmas Holiday	Slackers, Footers Covers and	Navigation	Linking Media in Word	End of Word Assessment	Half Term (1 w		Formatting, Borders and shading	formatting a	S Cell basic formulas		More advanced functions & formulas	Easter (2 weeks)	Current look	End of excel assessment	Slack			Personal topic to cover all skill learned	owerPoint, Word ar		Torm (1 w.	Hair Ierm (1 w		New school Year		Summer Holiday

Sequence of Units:

PPT is the first taught topic as many will have basic skills and be familiar with the software from their time at primary school.

Word is then taught as it can build on skills from PPT. Excel is the final topic as this is the most technical so the formatting and other skills should be embedded so efforts can be given to other aspects of Excel.

Implementation:

The units are set, delivered and marked online

End of unit assessment is completed online and is a mixture and tests and document creation assessments

Assessments are teacher assessed with data recorded online.

Recall of Material:

They are recalling topics coved in the previous lessons by demonstrating skill in current and future skill. The lesson recourses are always available for reference.

A assessment at the end of each topic will measure recall and there is a topic covering all skills learned at the end of the year which will also assess recall.