Key Stage 3 Curriculum Map 2019 - 2020

Term 1

Subject: Computing		Year Group: 7		
Week/Date	**Focus/Topic**	**Objectives**	**Key Skills**	**Home Learning/Resources**
1 Sept 2nd-5th	• Baseline assessments, curriculum orientation and expectations			
2 Sept 8th-12th	• Log on details, using the computer system, OneDrive, MS Teams and My Learning			
3 Sept 15th-19th		• Summarise the dangers of being online"	• Knowledge of how to stay safe while online • Understand cyberbullying • Know how to report cyberbullying	• My Learning resources • Digital worksheets • Be safe online quiz HL • CBBC Stay Safe – Horrible Histories • Home learning workbook
4 Sept 22rd-26th	• Networking – E-Safety, Using Computer and the Internet	• Identify different web browsers and ways computers connect to the internet	• How to use web browsers correctly and safely i.e. accessing files, downloading, accessing a search engine	• My Learning resources • Digital worksheets • Home learning workbook • WWW video – BBC Bitesize
5 Sept 29th-Oct 3rd		• Locate information using search engines	• How to use advanced techniques for more accurate results	• My Learning resources • Digital worksheets • Home learning workbook • Effective searching video - Bitesize
6 Oct 6th-10th		• Demonstrate how to complete a mail merge using Microsoft Word	• How to create a mail merge and understand its benefits	• My Learning resources • Digital worksheets

Week	Topic	Learning Objective	Key Content	Resources
				• Home learning workbook
7 Oct 13th-17th		• Demonstrate the use of the correct Microsoft Office application for a given task	• Understand the correct purpose of each MS office product.	• My Learning resources • Digital worksheets • Home learning workbook • Office tutorials – gcf learning
8 Oct 20th -24th	**Mid Term Break**			
9 Oct 27th-Oct 31st	• **End of unit assessment**			
10 Nov 3rd -7th	• Data Representation - Data in Excel	• Show how to use features of Excel format and store data correctly	• Excel skills • Formatting • Layout of data • Data types • File types • Cells, rows and columns	
11 Nov 10th-14th	• Data Representation - Summarising Data	• Demonstrate how to use functions and summerise data	• Functions and Formulae including SUM, AVERAGE, MAX, MIN	
12 Nov 17th-21st	• Data Representation - Charting	• How to create charts and evaluating the most effective	• Chart types • Graphs • Labels • Efficient presenting of data	• My Learning • One Drive
13 Nov 24th-28th	• Data Representation - Introduction to Databases	• Explain the main features of a database	• Fields • Records • Primary key • Table • Creating a table	
14 Dec 1st -5th	• Data Representation - Validation, Searching and Sorting	• Using built in Excels tools for validation, searching and sorting	• Filtering • Sorting • queries	
15 Dec 8th-12th	• End of unit assessment			
Winter Break: December 13th – January 2nd				