












KS3 Digital Skills Curriculum

Year 7	Year 8	Year 9 
<p>Basic Skills (L1&2 Classroom Rules, Folders, Health & Safety, E-Safety, L2/3 Email, OneNote)</p> 	<p>Email Recap (Attachments, advantages & disadvantages & email etiquette)</p>	<p>Word Processing & Word Processing Skills - Using the Application - Working with documents, saving and closing a document and enhancing productivity.</p>
<p>Devices, Wired/Wireless, Software, Input & Output</p>	<p>Networks (What is a network, wired and wireless, bus, ring & star networks, advantages & disadvantages)</p>	<p>Document creation</p>
<p>E-safety</p>		<p>Formatting (Text, paragraphs and styles)</p>
<p>Searching effectively, trustworthiness, (Donaldson Invaders and Map Skills DH & LAH)</p>		<p>Objects</p>
<p>Presentation Skills</p> 	<p>Report - Word Processing Skills</p> 	<p>Spreadsheets - The Excel Application</p> 
<p>Delivering Presentation (Skills & Aspect)</p>	<p>My First Year - Presentation</p> <p>Fun Fair – Spreadsheet</p> 	<p>Cell Basics</p>
	<p>Identifying Tricks & Scams</p>	<p>Managing Worksheets</p>
		<p>Formulae & Functions</p>
		<p>Formatting</p>
		<p>Charts</p>

Office 365 Word George's Marvellous Medicine, Typing exercise		Prepare Outputs
Spreadsheet formulas, functions, graphs)	Digital Warfare Review up-to-date literature (newspaper articles, Ransom (NHS), Playstation etc)	On screen controlled assignment based test
Controlled Assignment Assessment Structure	Review Assessment	DIRT Recap Weak Areas
E-Safety Trailer Video, evaluating planning, 3 lessons, skills, create, peer assess 	Endangered Animals (Importing data, forms, queries, reports)	Presentation - Using the application
		Developing a presentation
		Text
		Charts
		Graphical Objects
Evaluation Ongoing Assessment	Levelled Database 	Prepare Outputs
Introduction to programming, commands in scratch	Designing your own database	On screen controlled assignment based test
Booklet 1	Form - data entry with buttons and formatting.	DIRT Recap Weak Areas
	Enter records	Improving Productivity - Planning, selecting and Using IT Systems
Booklet 2  	Queries	Reviewing ongoing use of IT
	Reports	Developing Solutions to Improve Productivity
Controlled Assignment Assessment Structure	Levelled Database	ECDL Online Testing Platform

Survival Guide (Consolidation of skills) Project based - pupils include mis-conceptions, map of the school, testimonials, final outcome, choice of video, presentation, animation or brochure.	Introduction to Kodu 	ECDL Online Testing Platform
	Using the platform	ECDL Online Testing Platform
	Editing current games	ECDL Online Testing Platform
	Creating your own game	ECDL Online Testing Platform
	Development using peer feedback	ECDL Online Testing Platform
Peer Assessment & Improvements	Testing games	ECDL Online Testing Platform