

Year 7 Scheme of Learning

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12
Autumn	e-Safety & Computer Systems						Multi-media Presentations					
	Health & Safety in an IT room; e-Safety; Logins & Passwords		File Structure File Storage, Navigating the Tool Bar, Icons & Shortcuts		IT Systems & Computer Components		Presentation Software		Design a Master Slide; Purpose/ Target Audience		Image Audio Animation Transitions	
Spring	Spreadsheet Calculations – Microsoft Excel						Conducting Research-Relevant & Reliable					
	Explore Excel Cell referencing Format Cells		Input, Function, Process Working with formula		Test Model Spreadsheet		Search Engines Reliable Web Sites		Test for Bias Acknowledge Resources		Resize images Pixilation File Types	
Summer	Develop a Publication – using Publisher						Programming					
	Introduction to Publisher & Research		Design a Logo Import and resize Image		Design an Informative WWF Leaflet		Create a Sprite, Interface & Background		Scratch Stages of Command Script		Circuit Programming	

Year 8 Scheme of Learning

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12
Autumn	e-Safety & Computer Systems						Microsoft Excel-Working with Formula					
	Health & Safety e-Safety Communications & Passwords		New Systems, VLE Moodle; Protecting Computer systems		Computer Components & Function		Develop a working structure Working with Formula		Input, Output, Process Test		Present Output Graph & Charts	
Spring	Surfing the Net - Reliable Resources						Multi-media Presentation					
	Conduct Online Research		Explore & Organise Resources File types		Awareness of Copyright Infringement		Locate Reliable Resources; Present Research for a Specific Audience		Design a Master Slide; Present Research & Resources Logically		Apply: Timings, Audio, & Hyperlinks Present & Evaluate	
Summer	Design a Folding Leaflet –Publisher						Programming					
	File Structure; Import, Store and resize Image		Design a Logo		Design a Folding Leaflet; Table; Images & Logo		Script Sprite Background		Scratch Flowal Circuit		Programming	

Year 9 Scheme of Learning

	Week1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12
Autumn	IT Security for Users and Computers						Microsoft Office Skills					
	Personal 'E-Safety' & Threats to a Computer System Malware		Health & Safety - Personal & Environment		Computer Components		File Storage, Tool Bar, Icons & Shortcuts		Typing Skills & Accuracy; Evidence Log		Formal Letter; Calendar; & Timetable	
Spring	Microsoft Excel Skills						Desk Top Publisher					
	Format Cells Explore Formula & Rules		Create a Model Spreadsheet; Determine Input, Function, Output		Testing Present Outcome Graph/Charts		Explore & Evaluate Design Feature of Existing Publications		Storing Media Images & Design a Logo		Create a Template & Design an Album Cover	
Summer	AQA – Design a Board Game						AQA – Design Packaging for Board Game					
	Research an Existing Board Game – Present Ideas		Create Rules for Intended Game Plan a Design		Design a Board Game & Supporting Resources; Test & Evaluate		Research Marketing & Packaging Designs		Folding Template Design		Evaluate & Submit Board Game for Qualification Award	

Year 10 Scheme of Learning - NCFE Certificate in IT User Skills

	Week1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12
Autumn	NCFE Mandatory Unit 01 Tasks 1-3 Improving Productivity using IT						NCFE Mandatory Unit 01 Tasks 4-6 Improving Productivity using IT					
	Introduction to Course Unit Structure & Management Research Task 1		Rally Logo Designs Task 2 Organising Resources		Design a Sporting Profile Task 3 Self-evaluation		Rally Event Poster Task 4 Self-evaluation		Rally Leaflet Task 5 Self-evaluation		Design DVD Cover Task 6 Self-evaluation	
Spring	NCFE Mandatory Unit 01 Tasks 7-8 Improving Productivity using IT						NCFE Unit 40 IT Security for Users					
	Magazine Article Task 7 Self-evaluation		Budget Rally Event Task 8 Self-evaluation		Rally Tasks 1-8 Maintain Unit Structure Electronic & Hardcopies		Malware & Anti-Malware		File Storage Health & Safety Station		Legislation Unit Evaluation Submit unit for grading	
Summer	NCFE Unit 22 –Desktop Publishing						NCFE Unit 22 - Desktop Publishing					
	Explore & Evaluate Existing Publications; File Types		Gather Resources Organise & Acknowledge Copyrights		Design an A5 Menu Evaluate		Design an A4 Menu Evaluate		Design an A4 Technology Newsletter		Evaluate Newsletter Submit unit for grading	

Year 11 Scheme of Learning - NCFE Certificate in IT User Skills

	Week1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12
Autumn	NCFE Unit 56 Presentation Software						NCFE Unit 56 Presentation Software					
	Introduction Unit 56 File Structure Explore Media Software		Research & Compare Presentation Software		Project Planning Structure Set/Agree Topic		Gather & Organise resources/links Acknowledge Copyrights		Create Presentation for target audience on chosen topic		Design Master Slide Layout & Design	
Spring	NCFE Unit 56 Presentation Software						NCFE Unit 72 Word Processing software					
	Presentation Hyperlinks, Audio, Transitions		Rehearse Presentation Present Peer-evaluations		Final Presentation & Self-evaluation		Word Processing Task 1 & Skills Log		Word Processing Task 2 Format & Editing Challenge Self-evaluation		Registration Form & Task Evaluation	
Summer	NCFE Unit 72 Word Processing software						NCFE Unit 72 Word Processing software					
	Working With Tables Challenge 1 Task Evaluation		Working with Tables Challenge 2 Task Evaluation		Developing Tables using (fx) Challenge 3 Task Evaluation		Design an Annual Calendar		Annual Calendar & Self-evaluation		Reviewing the Challenges NCFE Course Review Transferable skills	