

YEAR 7 CURRICULUM INFORMATION – BUSINESS AND COMPUTING

	Spring 1	Spring 2
What will students be learning?	Students begin by learning basic IT skills which are essential in their future IT and Computing lessons. They will set up organised folder structures to make saving and accessing work easier. They will learn about email etiquette and how to use Outlook and OneDrive to access and edit work both at home and in school. They also learn how to best use the tools and features of Microsoft software to present information.	Students begin by studying 'E-Safety'. Students need to be aware of how to use technology safely as a priority as they enter the school and follow the schools ICT acceptable usage policy. It is vital that students protect their online identity and privacy and can recognise, and report concerns when needed which is a skill, they must learn in order to be a responsible citizen in their use of technology in the wider world.
How will students be assessed?	Students will be assessed on IT skills with a set of multiple-choice and short answer questions (10 marks).	Students will be assessed on E-Safety with a set of multiple-choice and short answer questions (10 marks).
Literacy – What keywords will be taught?	<ul style="list-style-type: none"> • Username • Carbon Copy (CC) • Cloud Computing • Alignment • Transition • Animation • Web crawler (spider) 	<ul style="list-style-type: none"> • Online Grooming • Phishing • Cyber-bullying • Malware • Digital footprint • Password protection
What employability skills are being developed?	Problem-solving, creativity, communication, organisation, digital skills	Digital safety such as recognising dangerous emails in the working environment. To know about their own digital footprint and its impact on employability.
Wider Curriculum Links?	English, PSHE	PSHE – being safe online and digital security, English
What useful websites are there for this topic?	Different ways to present information - Presenting information on computers - KS3 ICT Revision - BBC Bitesize	KS3 Computer Science - BBC Bitesize How Computers Work - YouTube
What wider reading could be done for this topic?	Saving your work - Managing information on computers - KS3 ICT Revision - BBC Bitesize	Help & advice Childnet
What else can students be doing independently to develop their understanding of this topic?	Create revision cards for each topic area Go onto Seneca Learning at complete the KS3 Computer Science course. Free Homework & Revision for A Level, GCSE, KS3 & KS2 (senecalearning.com)	Go onto Seneca Learning at complete the KS3 Computer Science course. Free Homework & Revision for A Level, GCSE, KS3 & KS2 (senecalearning.com)