Curriculum Plan

	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Topic	7.1 Introduction to school IT facilities and Office 365	7.1 Introduction to school IT facilities and Office 365	7.2 Data handling with spreadsheets	7.3 Introduction to programming with Scratch	7.3 Introduction to programming with Scratch	7.3 Introduction to programming with Scratch
Objectives	1. Get familiar and be able to use school network and Office 365 facilities.	1. Able to use word processing software to create documents. 2. Learn how to touch type.	1. Identify parts of a spreadsheet and their purpose. 2. Recognise different types of data: text and number. 3. Create, edit and format spreadsheets	1. Know the definition of terms: Algorithms, flowchart and programs 2. Understand that users can develop their own programs using a programming environment 3. Be able to creating and debugging basic programs using Input, Output statements, arithmetic operators and variables	4. Able to use basic and some advanced programming techniques. 5. Develop ability to write efficient self-identifying and self-documented code 6. Recognise the need to test, evaluate and maintain the solutions.	7. Identify a project idea and carry out analysis 8. Develop the solution 9. Testing, evaluating and refining
Knowledge / Skills to be acquired	• Logging in to the school network and emails and strong passwords, AUP • Using Office 365 facilities • Organisation, copying, moving, saving, deleting, downloading, Printing	• Word processing skills • Touch typing	• Entering data, formatting cells. • Entering basic formulae and functions • Conditional formatting	• Programming terminology • Create and debug programs in Scratch	• Programming techniques: sequence, selection and repetition. • Learn and use advanced programming techniques: subroutines • Write efficient self-identifying and self-documented code • Test, evaluate and refine programs	• Analyse a project idea • Create a mock up for the project and plan the code • Develop the project • Test, evaluate and refine the project
Assessment and consolidation opportunities	• Create, move, delete, cut, copy, paste, save folders and sub folders	• Create, edit and format and print documents • Speed test	• Create, edit and format spreadsheets	• Define programming terms • Write, complete and debug programs	• Write programs using a range of techniques. • Test and evaluate programs	• Analyse, design, develop, test, evaluate and refine a software project.

			• Use a suitable function or formulae			
Links with prior / subsequent learning (interleaving / synoptic elements)	• Office 365 facilities	• Features of application software	• Features of application software • Functions and programming statements	• Use of functions and formulae in Spreadsheets • Programming in text based languages like Python	• Programming in text based languages like Python • Software development process	Software development process
Literacy / numeracy skills	• Meaningful names for folders, documents and IT components • Dictionary words and passwords	• Word processing • Touch typing	• Nature of data • Types of data • Mathematical functions and formulae	• Syntax of a language • Arithmetic operations	• Keywords and terminology • Test data • Nature of data	• Keywords and terminology • Test data