KESTEVEN AND SLEAFORD HIGH SCHOOL

Computing Scheme of Learning

Year 9 – Topic 5 – Core Skills

Intent – Rationale

Topic Intent: To develop students' Office skills in preparation for future study/life and to increase their awareness of potential health issues related to technology

Curriculum Intent: Developing skills to support future study, work and life in the modern world

KS3 PoS: Understand a range of ways to use technology safely, respectfully, responsibly and securely

---

Sequencing – what prior learning does this topic build upon?	Sequencing – what subsequent learning does this topic feed into?
• KS2 Computing (to varying degrees) • Year 7 & Year 8 Spreadsheet units	• Future study and employment in a range of subjects/fields

What are the links with other subjects in the curriculum?	What are the links to SMSC, British Values and Careers?
• N/A	• GB4h

What are the opportunities for developing literacy skills and developing learner confidence and enjoyment in reading?	What are the opportunities for developing mathematical skills?
Directly linked to topic o https://edu.gcfglobal.org/en/subjects/office/ Wider Reading/Interest: o N/A	• Using basic functions in excel to calculate mathematical mean/mode/median/etc.

KESTEVEN AND SLEAFORD HIGH SCHOOL

Computing Scheme of Learning

Year 9 – Topic 5 – Core Skills

Intent – Concepts

What knowledge will students gain and what skills will they develop as a consequence of this topic?

Know

- Understand how to use core Word Processing skills effectively and efficiently
- Understand when and how to use Spreadsheets to perform simple calculations and analysis
- Understand some of the potential health risks associated with prolonged use of technology and how to minimise them

Apply

- Use taught skills to produce a well-formatted word processed document
- Use simple formulae and functions on numeric data to analyse and present numeric data
- Be able to identify and describe potential health risks and take steps to minimise them

Extend

- Learn how to touch type

What subject specific language will be used and developed in this topic?	What opportunities are available for assessing the progress of students?
- **Repetitive Strain Injury**: *a general term used to describe the pain felt in muscles, nerves and tendons caused by repetitive movement and overuse, often associated with extended keyboard use* - **Carpal Tunnel Syndrome**: *a painful medical condition caused by median nerve damage that affects the wrists/hands* - **Ergonomic:** *designed for efficiency and comfort* - **Touch Typing:** *type using all one's fingers and without looking at the keys.*	- Onscreen classwork, observation and starter/plenary quizzes - Onscreen quiz of keywords and potential risks

KESTEVEN AND SLEAFORD HIGH SCHOOL

Intent – Concepts

Lesson title	Learning challenge	Higher level challenge	Suggested activities and resources
1 Core Skills: Word Processing			See T drive
2 Core Skills: Spreadsheets			
3 Staying Healthy when using Tech			
4-5 Touch Typing + Independent			