Goldwyn Plus – Computing

Subject Statement and Long Term Plan

Computing – Statement of Intent

"Technology is just a tool. In terms of getting the children working together and motivating them, the teacher is the most important"

The aim of this area of study is to provide students with the opportunity to learn about a variety of computer packages, develop an understanding of internet safety and how social media is used in a personal and business capacity. These units will provide learners with the necessary knowledge and skills needed to support them in any career opportunity and in their personal lives.

Computing covers an immense range of learning opportunities at levels commensurate to the ability of our students. This coupled with the diversity of areas of study enables choice, the ability to focus and learn in areas that interest students the most.

By following the AQA Unit Award Scheme students will work towards unit tasks at their own pace and levels. Differentiation is not only by scaffolding learning, but by verbal prompting and written tasks to encouraging thinking skills. More able students have the opportunity to study at higher levels, conduct independent research and complete tasks in more detail. This also supports students to enhance literacy skills.

Computing lessons at Goldwyn Plus will aim to give students the opportunity to:

- Study an AQA Unit Award on an area of interest that could develop computing skills, to support them in a future career choice
- Develop an understanding of a variety computer packages
- Identify the importance of keeping safe on the internet
- Be exposed to the experience of debating and voicing opinions in a variety of relevant topics
- Conduct independent research in order to collect and interpret the information required to complete unit tasks

Unit tasks are sequenced to ensure:

- Students are introduced to the unit and have a visual timetable of the unit tasks that they need to complete; in order to receive their certificate
- Students move forward from demonstrating the ability to complete their tasks; to acquiring an understanding of the knowledge obtained
- To enhance literacy skills students will be introduced to the key vocabulary required for the unit, via dictionary tasks and spelling tests. This enables them to not only learn a new word but develop an understanding of the context in which it can be used
- AQA Unit Awards are offered from Entry Level to Level 3.

Examinations:

- All students will have the opportunity to gain an AQA Unit Award.

Computing Department: Long Term Plan

AQA Unit Awards in Information and Communication Technology – Entry level, Level 1 and Level 2

Term	1	2	3	4	5	6
Year 7/8/9	Demonstrated the ability to - insert a table, header and footer, and column. Change page orientation, insert and use a textbox, picture and bullet points. Edit the font by using underline, bold and italic., change the style and size of a font. Experienced using spell checker correctly.

110831 – Functional skills using word – Entry Level | Shown knowledge of what social media is and why people use it and a positive impact of social media. Acquired an understanding of different social media platforms available and the risks and laws around social media.

108674 – Social media – Entry level | Demonstrated the ability to start and log into a computer, open a Word document and add a border to a page. Add text change the font, e.g. use Word, Work Art, italics, underline, colour. Save work to specific location and print a copy of work produced.

76317 – Using ICT to produce a poster or leaflet – Entry Level | Demonstrated the ability to identify at ways of staying safe online. Identify who to report inappropriate online behaviour to. Identity at least two things a person can do if they are being cyber bullied. Identify ways of spotting a spam e-mail. Identify at least ways to respond to a spam e-mail.

70593 – Internet safety – Entry Level | Demonstrated the ability to read a story book for young children to generate ideas. Discuss with another person the key features of the book, cover design, layout, story line and target audience. Plan a story for young children. Write the story using word processing applications and insert images.

73307 – Using ICT to create a story book for young children – Entry Level | Shown knowledge of how IT is used to carry out jobs previously done by manual means. Ethical, moral or social issues raised by the widespread use of IT. Demonstrated the ability to keep a diary of own IT use. Comment on the advantages and disadvantages of IT.

11015 – ICT and its effects on society – Entry Level |
| **Year 10** | Demonstrated the ability to open a PowerPoint document, select a blank PowerPoint presentation and choose an appropriate layout for the slide. Insert three | Demonstrated the ability to identify programmes on a computer. Create and save a computer spreadsheet. Insert headed titles and enter items of numerical data into | Demonstrated the ability to create and save a new document in the form of an information leaflet or poster. Copy and paste blocks of text from the internet into the information leaflet or | Demonstrated the ability to ensure own account safety by developing a secure password. Shown knowledge of the legal ages to access five popular social media sites. What | Shown knowledge of what social media is and why people use it. The positive impact of social media. Name different social media platforms. Know the risks of | Demonstrated the ability to understand the meaning of the term 'digital footprint'. Explain the characteristics of a strong password. Identify the features of a 'safe' website. |

	new slides and input text and images. Use a custom animation for each slide and select an appropriate slide transition. Present a PowerPoint presentation then print a copy of each slide. 81942 – Using PowerPoint – Level 1	it. Enter a formula into a spreadsheet to calculate the mean average of numerical data. Use a spreadsheet to produce either a bar chart, a pie chart or a line graph to represent numerical data. 83253 – Using ICT – Level 1	poster and edit them as required. Shown knowledge of formatting and standard toolbars, ruler, main work area, title bar, status bar and main menu bar. 89266 – Word Processing: Creating a non-fiction leaflet or poster – Level 1	should not be shared publicly online. The risks with posting photographs and videos online. The laws regarding sexting. Who can help with online problems? What to do if someone online asks to meet in person. Discuss the safe use of the internet with staff. 108731 – Using the internet safely – Level 1	social media and Identify how to protect themselves. Design a poster about social media, identifying the different types and main the positives and negatives of it. Taking part in a debate discussing these. 111124 – Understanding the impact of social media – Level 1	The meaning of the term 'phishing'. Common internet scams or hazards. What to do if someone they have met on line asks to meet them. The rules of 'net etiquette'. Keeping safe online. 111537 – Internet safety – Level 1
Year 11	Acquired an understanding of the safety issues young people can face when using the internet and why being safe online is important. Why people use social media. Shown knowledge of what to do if oneself or a friend is targeted online, e.g. who to talk to and where to turn if someone is worried. Ways in which people might be influenced by what they see online. Demonstrated the ability to spot the signs of online grooming through different types of media. To recognise ways in which social media is not always a true representation of a person. 111314 – Online safety – Level 2		Demonstrated the ability to assess and review own desktop skills, identify and use the key functions on the desktop. Assess and review own Word processing skills and identify and use the basic functions in Word processing. Use Word processing skills to create a poster. Demonstrated the ability to assess and review own Desktop Publishing skills, identify and use the basic functions in Desktop Publishing. Use Desktop Publishing templates to create different documents, create a poster and newsletter. Assess and review own internet skills. 75278 – Office and Administration Skills: (Unit 3) Computer Skills – Level 2		Shown knowledge of what cloud computing is and at least examples of how cloud computing can be used in the workplace. The difference between cloud computing and normal personal and/or business computing. What a webinar is and how a webinar can be used in the workplace. What a podcast is and how a podcast can be used in the workplace. Identify when planning an on line event such as a training session, e.g. time, content, interactive activities and resources needed. 30397 – Digital Employability Skills: Cloud Computing – Level 2	