

Key Stage 3 - IT

	Topic	Knowledge taught	Big picture links	Keywords	Key Skills
Autumn 1 st Half	E-safety, E-security and ethics	Evaluating sources of information. Assessing the validity of websites. Recognising and tackling cyberbullying. Understanding the Computer Misuse Act. (Fraud, Hacking, Viruses)	PSE - Personal safety.	Reliability, fact, encryption, opinion, relevance, accuracy, plagiarism, acknowledge, bias, commercial, source	Ability to question / evaluate validity of information sources. Recognise / anticipate bias in online sources. Ability to look for key indicators which point to website reliability.
Autumn 2 nd Half	Spreadsheets and Modelling	Understand architecture of spreadsheets. Lay out information for legibility and presentation. Use spreadsheets to model scenarios. Use formulas to manipulate numeric data. Present information graphically. Understand uses of spreadsheets.	Maths – data charts, fractions, decimals, percentages.	Spreadsheet, gridlines, graphs, rows, values, labels, active cell, columns, modelling	Understand and use formulae and functions. Use data to create a spreadsheet layout. Know why we use spreadsheets and for what. Present information in a clear readable format.
Spring 1 st Half	Branding and Communication	Reasons why companies use branding. Features of effective corporate communication. Developing logos and identities. Recognising varied media of communication. Advertising, posters & flyers.	Maths – sequences and graphs Geog – population dynamics	Branding, media, communication, promotion, subliminal, purpose.	Identify features commonly used in logos. Choose suitable communication media for given purpose. Use software to design logos. Incorporate logos to various purposes & documents.
Spring 2 nd Half	Producing Business Documents	Business Letters, CVs, Forms, Invoices, Reports. Slide Shows. Standard formats, applications of documents. Choosing and using appropriate software for specific tasks.	English – creative writing. Hist – propaganda. PSE-media influence.	Purpose, audience, justification, format, addressee, minutes, salutation	Layout a formal letter. Construct a form. Know what documents business uses & why. Design document for specific purpose / audience.
Summer 1 st Half	Data Handling	How data is stored in computers, binary, memory. Database structures and applications. Creating and using a database. Data protection moral and legal implications & General Data Protection Regulations	Maths – interpreting data. English – non-fiction.	Privacy, Binary, Field, Record, Personal, Data capture, Search.	Use data to construct database. Search database for specific information. Know the implications of storing data. Recognise the widespread use of databases.
Summer 2 nd Half	Digital creativity	Manipulating digital images. Enhancement, composite images. Recording and manipulating audio and video. Copyright Designs & Patents Act.	Art – surrealism. Geog – natural disasters.	Image, Layer, JPEG, Bitmap, Vector image, Copyright	Use software to manipulate digital images, recordings. Understand the protection afforded to originators by the CDP Act.