



The Hive: Digital IT Learning Map



- TERM 1 -

Theme Park Project

We will be using a range of Microsoft programs to create posters and leaflets to promote our own theme parks and spreadsheets to analyse the data we need to run them successfully!

Digital Skills 1: Using Devices and Handling Information

We will investigate a range of devices and their features. This knowledge will help us to discuss how they work, and which device is most appropriate for a specific task. Students will learn how to accurately and quickly find the most useful information using sources on the internet and how to present it. Students will learn how to save and organise their work in a logical way using sensible folders and file names.



LINKS TO PRIOR LEARNING

How to write a formal letter links to our prior knowledge from English. Basic knowledge about how we use search engine for searching information.



- TERM 2 -

Digital Skills 2: Creating and Editing

We will use word processing to produce a range of resources that will be useful in the future workplace. Students will make a poster, flyer, information sheet/leaflet, menu and invitation. We will also create a Presentation to display information and images on a subject of our choice. Students will add colour and interest to their resources by adding media, learning how to use a suitable application to enter, edit and format graphics.

Digital Skills 3: Communicating

We will begin to investigate online methods of communication and how to use these effectively and safely. Students will learn to use email with confidence to complete a range of tasks, and will communicate safely and professionally using email. We will learn how to work online, learning how to initiate and participate in a video call as you would in a professional setting. We will discuss what is meant by a digital footprint and how to safely manage and minimise our own digital footprint.



LINKS TO PRIOR LEARNING

Changing font style and size to suit the task, know how to insert and resize an image into a word document or PowerPoint. E-safety or digital footprints from year 7, use of email and messages to communicate on-line.



- TERM 3 -

(Unit4 and 5 are interlinked)

Digital Skills 4: Transacting

Using digital forms is a skill that is essential to adult life. We will look at how we use forms for a range of things like:

- o Requesting a service
- o Financial transactions
- o Booking appointments
- o Making an enquiry
- o Reporting a problem
- o Making an online purchase

Digital Skills 5: Being Safe and Responsible Online

We will discuss and understand the need to stay safe and respect others when using the internet and communicating online. Students will know simple methods to protect personal information and privacy online. We will discuss that personal information is data that can be used to identify an individual, how we can use security features to protect these important and private personal information.



LINKS TO PRIOR LEARNING

On-line services, personal information, use of on-line forms i.e. school survey etc. Concept of rights with regards to personal data (DPA).

