**Year 9 Computing**

|  | **Topic** | **Key concept – what do I want the students to learn from this unit?** | **What knowledge will they acquire?** |
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| **Year 9 Computing overview** | | | |
| **Unit 1** | **Photography** | How digital images can be used and manipulated to create a final product that meets the requirements of a client and audience, for a specific purpose | * undertake creative projects that involve selecting, using, and combining multiple applications, preferably across a range of devices, to achieve challenging goals, including collecting and analysing data and meeting the needs of known users * create, re-use, revise and re-purpose digital artefacts for a given audience, with attention to trustworthiness, design and usability |
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| **Unit 2 -** | **Web Design** | How use DreamWeaver software to develop an effective website for a specific business purpose | * understand a range of ways to use technology safely, respectfully, responsibly and securely, including protecting their online identity and privacy; recognise inappropriate content, contact and conduct and know how to report concerns. |
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| **Unit 3** | **Digital Literacy** | The need for Microsoft applications knowledge to aid them in being someone that an employer wants to employee.  The importance of having Microsoft excel skills in the development of documents that a company can use to facilitate a more customer friendly approach and an increase in market share/revenue. | * An understanding of how excel is used within a business’s everyday operations. * Developing the skills of what excel can do in order to create useful documents for a business. * Appreciate the need for a business to offer up a strong corporate image for a customer to instantly recognise. * The importance of creating a document that is easy to follow and use by a customer. |
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| **Unit 4 – Office Skills** | **Word Processing** | Knowledge of correct practices when working with word processing, which will be significant for assignments and preparation for after school. For examples, alignment use of special characters, find and replace – please see key vocab. | Understand how to use Word through Microsoft Office. Students will learn how to use key features of word which are listed under the key vocab. |
| **Spreadsheets** | Knowledge of correct practices when working with spreadsheets, which will be significant for preparation for other areas of the school and beyond. | Understand how to use Excel through Microsoft Office. Students will learn how to use key features of Excel to enable them to create spreadsheets and use other significant features of spreadsheets such as creating graphs. |
| **Databases** | Knowledge of correct practices when working with databases, which will be significant for preparation for other areas of the school and beyond. | Understand how to use Access through Microsoft Office. Students will learn how to use key features of Access which are listed under the key vocab. |
|  | **Presentation** | Knowledge of correct practices when working with presentation, which will be significant for preparation for other areas of the school and beyond. | Understand how to use PowerPoint through Microsoft Office. Students will learn how to use key features of word which are listed under the key vocab. |