

	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Year 9 – Core IT						
Topic	Presentation Skills		Microsoft Word skills		Databases (Top Trumps)	
Knowledge						
Skills	The use of Microsoft PowerPoint Creating a presentation Planning to present on a subject		The use of Microsoft Word The use of File Explorer File naming conventions		Creating and using databases Database management Excel skills	
Assessment	End of topic assessment		End of topic assessment		Finished product End of topic assessment	
Links to NC						

	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Year 10 – Core IT						
Topic	Presentation Skills		Microsoft Word skills		Microsoft Excel skills	
Knowledge	The use of Microsoft PowerPoint Creating a presentation Planning to present on a subject		The use of Microsoft Word The use of File Explorer File naming convention		Use of Excel Creating charts based on user data Formulas and data manipulation	
Skills						
Assessment	End of topic assessment		End of topic assessment		End of topic assessment	
Links to NC						

	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Year 11 – Core IT						
Topic	Presentation Skills		CV writing skills and digital literacy		N/A	
Knowledge	The use of Microsoft PowerPoint Creating a presentation Planning to present on a subject		What an effective CV looks like How to communicate professionally in the digital World Building a positive reputation online			

Skills			
Assessment	End of topic assessment	End of topic assessment	
Links to NC			