

Scheme of work:

Year 8

Internet/Email (September to October half term): During this module pupils are reminded about the need to continue to maintain a logical and sensible file storage system on their user area. They are also shown how to search for lost files using the search facility in Windows.

They learn about computer viruses, the problems caused by viruses, how they are spread and what they can do to avoid infection by a virus.

Pupils learn to create and use an address book. They learn about CC and BCC and also setting priority flags on important emails. They learn about the need to compress large files before sending them as attachments and practice doing this for themselves.

They will also be shown how to correctly search the Internet to find information.

Information reliability, validity and bias (October half term to Christmas):

In this unit pupils learn to assess the validity of information. They will be able to identify biased and inaccurate information and avoid that which they deem to be unreliable. Pupils learn techniques to help them search for information more effectively.

Pupils are asked to select a contentious issue and to gather information from various sources in order to make an unbiased presentation to others.

They consider the usefulness, provenance, reliability, status and the bias of the information they collect and use.

Spreadsheets (January to February half term): This unit introduces basic spreadsheet terminology and then goes on to look at basic formulae. Pupils use a model to test out different scenarios and then complete the unit by looking at the efficiency of goal seek. Pupils are expected to print out and annotate their work.

Pupils are asked to create graphs and charts to show some of their findings. They are also expected to evaluate their work sensibly.

Public Information Systems (February half term to Easter): Pupils are asked to consider different ways that information is presented, and then investigate some sites on the Internet for themselves. Pupils will become familiar with the term data logging. Pupils are asked to consider different types of public information systems and which might be the most accurate or up-to-date.

Web Design (Easter to May half term): This unit introduces pupils to the task of creating a website on a topic of their choice.

Students are asked to evaluate a good and a bad website and come up with 6 key points that encourage good web design. Pupils are asked to consider purpose and suitability for audience when creating their websites.

Macromedia Fireworks (May half term till July): Pupils are introduced to some basic techniques through a series of demonstrations. They follow these tutorials in order to learn the skills. They then use their knowledge to create a graphic incorporating some of the techniques they have learned.