	6th Form	Pathway 2/3/4	Computing - Term 3	

Learning Intention: <u>Subject Area:</u> Employability in ICT

Project Titles:

- Emails/passwords
- Effective searching
- Excel - editing and formatting techniques

The main aim of this unit is to expose students to developing skills in ICT that can prepare them for employability in their use of electronic technology.

Key knowledge that should be learned during this SoW	All	Most	Some
Concept:	Students will work through the unit completing focused activities in groups and independently to learn how to create a Gmail account; send, receive, reply and forward a message; create a new contact and a contact list; and open, save and send an attachment. Identify the characteristics of strong passwords. During this unit, students will learn how to search effectively for information using search engines, applying search terms, and how to assess the suitability of search results. Students will also work towards gaining an understanding in using spreadsheets, inputting data and writing formulas to calculate the totals.		
Knowledge:	- To be introduced to what email stands for 'electronic mail' - sending an email is like posting an electronic version of a letter - To make students feel comfortable with using an email account	- To be confident enough to change their password and incorporate the required strategies to make it secure - They will be able to explain why selecting search results from just UK only websites	To be able to sign in and out of their email account, create a secure password, compose emails with adding attachments

	• To understand that they can narrow the search results down by using websites just from the UK.	can give better targeted results	• They will be able to clearly explain why selecting search results from just UK only websites can give better targeted results and give specific examples to demonstrate this
Key Skills:	• Students will be able to develop following instructional skills • To be able to write a search term which includes one Boolean operator • To access the advanced search option and will attempt to create a better targeted search term • Use formulas to calculate sums	• Students will be able to write a search term which includes at least two Boolean operators • Locate the correct Excel tutorial to help perform the task.	• Students will also be able to write an effective search term which includes a number of Boolean operators • Use the Excel tutorials without any help.
Language and/or communication skills:	• Employability skill in ICT • Email • Search engines (Google) • Gmail • Passwords	• Microsoft Office Excel • Enter • Edit	• Format information • Text • Graphics • Numbers
Curricular Links	• <u>**English:**</u> writing, evaluating, finding and selecting information in emails, using upper/lowercase letters and symbols for passwords. Type data into spreadsheets. • <u>**Maths:**</u> incorporating numbers into passwords, reading the number of search results obtained and using formulas to calculate sums.		