/Computing@Balcarras_

SUBJECT	YEAR	TERM
Digital Skills	**9**	**3**

UNIT
Getting GCSE Ready

CONTENT (INTENT)

PRIOR LEARNING (TOPIC) No previous knowledge is required for this topic.

Regardless of what GCSE options pupils have chosen or what career paths they may intend to follow, strong digital literacy skills will be vital for their success. This unit aims to teach some core skills that can be used across a wide array of subject areas.

FUTURE LEARNING (TOPIC): The skills learnt in this unit are useful for almost all future topics across the entire curriculum.

IMPLEMENTATION	IMPACT
Throughout the unit pupils will learn how to: • Create professional looking documents in Microsoft Word. • Input and analyse data using Microsoft Excel. • Use digital tools to help with organisation and revision.	**Assessment:** This unit will not be directly assessed

HOW CAN PARENTS HELP AT HOME?

This is an ideal opportunity to look at some of the digital work your child has produced throughout Year 9. Where necessary, support them in making improvements to how they present their digital work.

HELPFUL READING/FURTHER DISCUSSION

READING	CAREERS	WIDER SKILLS
-	The digital literacy skills learnt during this unit are important in almost all future careers.	Digital Literacy

VOCABULARY

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