



Subject	Year	Term
Computer Science	9	3
Topic		
ECDL		
Content (Intent)		
Prior Learning (Topic)	ECDL Spreadsheet	
ECDL Spreadsheet, be completed soon after the beginning of the term with an on0line exam ECDL Improving Productivity. Students will be able to pick a test to complete, which could be spreadsheet, PowerPoint or word. They will be expected to revise the skills again and then sit the test after having completed a series of multiple-choice revision questions. The final exam in ECDL is split between performance in using the software and also knowledge about the use of software in an office environment, tested using a multiple choice.		
Future Learning (Topic) Complete ECDL		
What Knowledge and Skills will be taught (Implementation)	How will your understanding be assessed & recorded (Impact)	
Spreadsheet. Students will need to learn basic skills in spreadsheet to pass an on-line exam. Formulas, functions, printing, formatting. Series of exercises.	The spreadsheet exam will be soon after Easter. Students will get an instant feedback, pass or fail. They will have the opportunity to do a live diagnostic exam to test their skills.	
Improving Productivity. Students will be asked to extend their knowledge of an application and change/develop a project using an application. They will have to undertake a multiple choice that tests their overall knowledge. Performance and knowledge must be passed with 75%.	The improving Productivity exam will be soon after half term, when other exams and GCSEs/A levels allow. Students will get an instant feedback, pass or fail. They will have the opportunity to do a live diagnostic exam to test their skills.	
How can parents help at home?		
Ensure students revise for exams.		
Helpful further reading/discussion (including Reading and Vocabulary Lists)		
Reading Ecdl.org	Vocabulary Lists Following Weakness Improve Proof	Filenames Check Drawback Insufficient