What we Learn – Year 7 – Term 1

| Digital Technology and Business | | |
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| What students learn to do? | How can I prepare? | What leadership or extracurricular opportunities are there? |
| Students will learn about the following in Term 1:<br><br>• How to log into school computers.<br>• How to create documents using Microsoft Office.<br>• Organisation of files and folders.<br>• Online learning/How to access the school VLE from school and home.<br>• The importance of e-safety and how to stay safe online.<br>• How to create a secure and strong password.<br>• Importance of keeping passwords safe.<br>• How to write and send a formal e-mail.<br><br>Students will also learn the following topics in other terms:<br><br>• Careers<br>• Internet Reliability<br>• Modelling using spreadsheets<br>• Enterprise<br>• Programming | • Develop IT skills by using office software for example, word, power point & Excel -spreadsheet<br>• Learn about e-safety and cyberbullying<br>• Learn the basics about business<br>• Have paper, pen and your creative mind switched on!<br>• Be prepared to learn (with enthusiasm for the subject)<br>• Be prepared to answer and ask questions to develop your understanding further | **Digital & Business leaders**: you will be given a chance to apply to become a Digital & Business Leader.<br><br>**If selected, you will be involved in:**<br><br>• Assisting with and organising Computing/ICT related events e.g. Safer Internet Day Enterprise week Stop Cyberbullying month<br>• As a Leader you will be expected to share creative ideas on how to promote the subject of Computing and Business studies. |