

Curriculum Sequencing Overview

BDS Year 7 Unit 1 – MS Office & Online Safety

Unit 1								
Week	1	2	3	4	5	6	7	8
Date wb	5/9/22	12/9/22	19/9/22	26/9/22	03/10/22	10/10/22	31/10/22	7/10/22
Key Dates							Knowledge assessment takes place	
Big Ideas (key concepts)	Introduction to Business & Digital Skills Folder organisation Sending emails		Online safety Introduction to MS Office (Word & PowerPoint)		MS Office Unifrog careers platform		How the Internet works Online safety Knowledge Assessment 1	
Lesson Topics Sequence	1. Folder creation 2. social media 3. Email Etiquette		4. Online Security 5. Microsoft Word 6. Microsoft PowerPoint		7. Microsoft Excel Formatting 8. Microsoft Excel Filtering 9. Unifrog careers platform		10. The Internet & idea badging 11. Cyberbullying 12. Knowledge Assessment	
Key Assessments			PowerPoint assessment		Excel assessment		KA in week 7 or 8 depending on placement of lessons	
Home Learning	Self-quiz 1 to 9 of unit 1 knowledge organiser		Self-quiz 10 to 17 of unit 1 knowledge organiser		Self-quiz 18 to 28 of unit 1 knowledge organiser		Self-quiz in preparation for the knowledge assessment	