Northolt High School
Scheme of Learning

Committed to excellence

Year group: 10	Term: Autumn 1	Unit duration: 6 weeks	Number of lessons:	Unit title: **Spreadsheets and databases**

Assessment outcome: Students should be able to use functions to make decisions and calculations.	**Fertile question?** What is the most effective way of searching through a database and can we improve its efficiency?

Key skills/concepts/knowledge that students should cover	**Start RAG**	**End RAG**	**Literacy. Key vocabulary/subject terminology that students should cover**
• Arithmetic and rounding • Decision making and error-trapping • Lookup function • Joining/splitting and presenting text • Date/time function • Counting and adding cells			Spreadsheet Database SUMPRODUCT ROUNDUP/ROUNDDOWN IF/ IFERROR VLOOKUP INDEX INDIRECT COUNTIF SUMIF SUBTOTAL

Stretch. Key skills/concepts/knowledge that students should cover		**Suggested materials teachers could/should use**
• To be able to join/split and present text • To be able to use arithmetic to round up in databases and spreadsheets.		TeachICT ICT Powerpoints/Worksheets
		Key home learning tasks students should complete to be set in class by the teacher