

iOffice: Level 4 iCV

Course Evaluation Criteria

Y6: We would expect all children in Y6 to attain statements 1-6. If any of statements 7-10 are attained, those pupils are exceeding expectations.

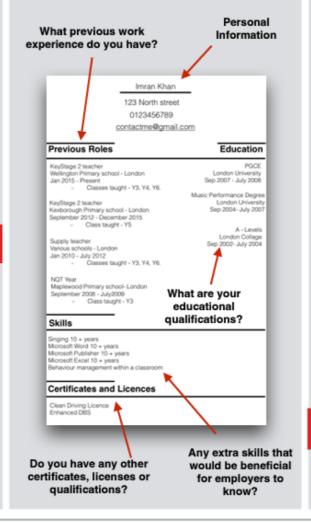
- 1. Pupils can define the word extrapolation.
- 2. Pupils know what a data bank is and why they are useful.
- 3. Pupils know what CV stands for and why it is used.
- 4. Pupils understand why the information in a CV has to be true.
- 5. Pupils can explain what a job advert is and what is included in it.
- 6. Pupils can create their own CV whilst following a template.
- 7. Pupils can add a header and footer to their CV.
- 8. Pupils can back up decisions based on data within the data bank.
- 9. Pupils can edit their CV to suit their specific style.
- Pupils can list the consequences someone might face if the contents of their CV are false.

Course Overview

Course overview: Your local council has advertised for a new Superhero to combat local crime. Pupils must use all the skills they have learnt during Levels 1, 2 and 3 on Keynote and the word and spreadsheet processors, to design and present their hero. Pupils will learn how to create and correctly format a CV, how to add hyperlinks into a word processing document and extrapolate data from a spreadsheet in order to design a successful candidate CV.

Learning objective for the course: Pupils will learn valuable skills to use throughout their academic and professional career during iCV. Pupils will be taught what a job advert looks like and how to pick out salient points that a candidate will need for the role. They will also learn how to construct a CV. This course is spilt across Word and Excel. Pupils will be expected to use knowledge from Levels 1-3 to complete the tasks. Analysing data will be a large part of their course as they will have to gain insight from data banks to construct the perfect candidate CV.

Curriculum Vitae



Vocabulary Bank

Employer

A document that shows someone's qualifications, work experience and education.

CV

A person or company that employs people to do a job.

Extrapolate

Extrapolate

Presentation

To extend information about something. Talking about and giving information on a certain subject.

Build Order

The order that parts of a presentation appear and are animated.

Candidate

Somebody that has applied for a job.

Hyperlink

Text in a document that when clicked opens something else.

Employee

Somebody that has been hired by an employer to do a job.

Data

Information, facts and statistics.

Data Bank

Where lots of data is and is assessed electronically.

Apps Used



Microsoft Word

Keynote