

YEAR 8 COMPUTING

- Unit Outline -



Course Description:

In this unit students learn a variety of skills in the latest programs offered from Microsoft, including Word, PowerPoint and Publisher. This unit aims to prepare students with the very basic and essential skills needed to use modern computer hardware and software in the Computing industry

Course Outcomes:

By the end of this unit you should be able to:

- Create word processed documents to present text based information.
- Increase your knowledge and speed on the keyboard.
- Understand basic network, file management and saving documents procedures.
- Use presentation software to present a story with careful use of design and layout
- Use a Digital Cameras to enable the processing of digital photographs.

Course Organisation:

The organisation of the unit will be:

- Understanding input / output devices
- Writing a draft of a choose your own adventure story and design an appropriate presentation in Microsoft Powerpoint.

Student's activities will include:

- Writing word documents in draft and presenting them in PowerPoint.
- Use the music and timing skill of presentation software.
- Create hyperlinks in presentation software.

Course Timeline:

Wk	Activity	Assessment
1 - 2	Course Introduction <ul style="list-style-type: none">• Overview of course of study unit and assessment requirements• File Management• Saving Revision / Hardware and Software: <ul style="list-style-type: none">• Parts of a Computer Jigsaw• Parts of A computer Drawing using Paint	Completed Parts of Computer Labelled Diagram
3	Digital data and information: Letter to yourself	
4 - 8	Digital data and information: <ul style="list-style-type: none">• Create a PowerPoint - Choose Your Own Adventure - accounting for the following:<ul style="list-style-type: none">• Target Audience• Sound• Transitions• Custom Animations	Completed PowerPoint Shows including drafts

	<ul style="list-style-type: none"> • Good Design Principles • Interactivity 	Week 8
9	Presentation of completed PowerPoint show: <ul style="list-style-type: none"> • Present the best to a year 2 / 3 class 	
10	ICT Test	

Course Vocabulary:

- Slide
- Hyperlink
- Transition
- Slide Presentation
- Custom Animation
- Effect
- Background
- Multimedia
- Outline View
- Placeholders
- Animation Path
- Slide Sorter
- Template
- Slide Outline
- Slide Master
- Powerpoint
- Data
- Information
- Saving
- Storage

YEAR 8 COMPUTING

- Assessment Outline -

Course Assessment:

Wk	Assessment type	Weighting	Marks achieved	Your Total
2	Parts of Computer – Input / Output devices	Competency based		
8	Completed choose your own adventure story in Microsoft Powerpoint	Competency based		

*specific marks to be advised

Specific Equipment required for each lesson:

- USB – highly recommended for saving data