

# YEAR 7 Computing

- Unit Outline

Term 3 -



**Course Description:** Students will engage with computers from both a theoretical and a practical level. Students will further develop the skills acquired previously in their schooling.

## Course Outcomes:

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

- Use word including headers, footers, tabs and pagination as well as tables
- Use Publisher including inserting pictures, Word art, Borders and colours
- Be familiar with fundamental computer skills such as care for computers and use of files and folders
- Understand Cyber safety issues and how to be safe online
- Understand Cyber bullying and what to you can do to prevent/deal with it
- Demonstrate spreadsheet skills such as those for producing graphs and simple formulae

## Student activities will include:

- Preparing word processing documents for various purposes
- Preparing multimedia documents for various purposes
- Preparing spreadsheets for various purposes

## Course Timeline:

Wk	Activity	Assessment*
1	<b>Course Introduction</b> <ul style="list-style-type: none"><li>• Overview of course of study unit and assessment requirements</li><li>• File Management revision</li><li>• Saving Revision</li></ul>	
4-9	<b>Close look at Cyber Safety including;</b> <ul style="list-style-type: none"><li>• Online digital footprint</li><li>• What private details to give out and what details you need to keep a secret</li><li>• Password safety</li><li>• Cyber bullying</li></ul>	Cyber safety Poster  Cyber Safety Test
10	<b>Country Week Camp</b>	

## Course Vocabulary:

- Publisher
- Word
- Table
- Border
- Font
- Bold
- Italics
- Merge
- Save and Save As
- Folder
- Cyber Safety
- Cyber Bullying
- Online digital Footprint
- Password
- Safe
- Highlight
- Ribbon
- Document

# - Assessment Outline -

## Course Assessment:

Wk	Assessment type	Weighting	Marks achieved	Your Total
6	Test	25%		
9	Cyber Safety Poster	25%		
1-9	Attitude and Work completion	20%		
1-9	Class Tasks	30%		

*\*specific marks to be advised and are subject to change*

## Specific Equipment required for each lesson:

- The school supplies computers for use in this course. However, students should still bring pen and paper for some theoretical aspects.