Course Description:
Computing is a mandatory subject in Year 8. Students learn about technologies and use a range of materials, tools and techniques relevant to the personal, commercial and global areas of human activity and devise ways of presenting finished products such as word processed documents. Students apply the design process to create innovative solutions to real world problems. Documentation of the design process and justification of their design decisions is an essential component of the Computing course.

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

Design a variety of documents on the computer based on the design brief given.

Course Organisation:
The organisation of the unit will be:

Technology Process - Investigating, devising, producing and evaluating: Students apply a technology process to create or modify products, processes, systems, services or environments to meet human needs and realise opportunities

Information: Students design, adapt, use and present information that is appropriate to achieving solutions to technology challenges

Systems: Students design, adapt and use systems that are appropriate to achieving solutions to technology challenges

Students’ activities will include:

Creating word based documents such as, but not limited to;

- Tables
- Lists
- Bulleting
- Pictures
- Using a digital camera
- Using a scanner
### Course Timeline:

<table>
<thead>
<tr>
<th>Week</th>
<th>Activity</th>
<th>Notes</th>
</tr>
</thead>
</table>
| **1** | **Course Introduction** | Overview of course of study unit and assessment requirements  
• File Management revision  
• Saving Revision  
**Application Software:**  
• What is application Software  
• Provide examples of Application Software  
• Microsoft Word as application Software |
| **2 – 6** | **Microsoft Word – Tables:** | Various Exercises and activities Using Tables in a Word Processor – Microsoft Word  
• Task 5 – Retrieval Chart  
• Task 6 – School Timetable  
• Task 7 – Definitions  
• Task 8 – Class Survey  
• Task 9 – My Favourite Pictures  
• Task 10 – Recreating a page  
• Task 11 – Newspaper Article |
| **7 – 8 (time permitting)** | **Website:** | Create a Web site in Microsoft Word using three (3) activities created during the term.  
• All web pages to be a similar layout  
• All web pages to be hyperlinked  
• All web pages also to contain the evaluation section of each document | Web site of hyperlinked activities |
| **9** | **ICT Test:** | Creating a school timetable for a student  
Completion of any non-finished work – portfolio checklist | ICT Test |
| **10** | **Country week – no class** | | |

### Course Vocabulary:

- Active cell  
- Alignment  
- AND  
- Animated  
- Anti-Virus.  
- Applications  
- Arrow keys  
- Ascending Order  
- Audio  
- AUP (Acceptable Use Policy )  
- Axis  
- Bar graph  
- Button bar  
- Buttons  
- Calculate.  
- Cell.  
- Chart  
- Circle graph  
- Clip art  
- Collaborate  
- Column  
- Copy  
- Copyright Law
## Assessment Outline

### Course Assessment:

<table>
<thead>
<tr>
<th>Wk</th>
<th>Assessment type</th>
<th>Weighting</th>
<th>Marks achieved</th>
<th>Your Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Class tasks – Microsoft Word – Choose 3 Activities</td>
<td>30% - 10% each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Website Creation</td>
<td>25%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>ICT Test</td>
<td>25%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-9</td>
<td>Attitude and Work completion</td>
<td>20%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*specific marks to be advised*