

**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:

1	<p>Course Introduction</p> <ul style="list-style-type: none"> • Overview of course of study unit and assessment requirements • File Management revision • Saving Revision <p>Application Software:</p> <ul style="list-style-type: none"> • What is application Software • Provide examples of Application Software • Microsoft Word as application Software 	What is application software sheet?
2 – 6	<p>Microsoft Word – Tables:</p> <ul style="list-style-type: none"> • Various Exercises and activities Using Tables in a Word Processor – Microsoft Word <ul style="list-style-type: none"> • 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 	Students will choose the best three (3) they wished to mark on.
7 – 8 (time permitting)	<p>Website:</p> <ul style="list-style-type: none"> • Create a Web site in Microsoft Word using three (3) activities created during the term. <ul style="list-style-type: none"> • 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	<p>ICT Test:</p> <ul style="list-style-type: none"> • Creating a school timetable for a student <p>Completion of any non-finished work – portfolio checklist</p>	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:

Wk	Assessment type	Weighting	Marks achieved	Your Total
7	Class tasks – Microsoft Word – Choose 3 Activities	30%- 10% each		
9	Website Creation	25%		
9	ICT Test	25%		
1-9	Attitude and Work completion	20%		

*specific marks to be advised