

| 5-14 Strand | Activities | Practical Assessment | Other Observed Outcomes |
|---|---------------------------------------|----------------------------------|--|
| <p>Using the Technology</p> <p>Network ID and Password</p> <p>Computer Organisation Input Process Output Memory Backing storage</p> <p>Benefits of a network: Communications (email, shared documents), shared peripherals (printers, scanners), shared resources (disk space, Internet connection, Intranet) central backup and software installation.</p> <p>Services available on KHS network: Intranet, shared documents, printing, software, disk space.</p> <p>Managing your computer: Difference between Save and Save-as Managing printing Managing disk space Managing folders Sensible file names Making backups Using on-line Help *</p> <p>Technical specifications: Technical terms for parts of computer and how they interact. Effects of processor speed, hard disk capacity and memory on performance *</p> <p>Different types of computer: Server, desktop, laptop</p> <p>Peripherals: Mouse, keyboard, Camera, scanner. Monitor, printer, speakers, data projector. Floppy disk, Hard Disk, CDROM – relative capacities</p> <p>* denotes extension material</p> | <p>Content integrated into course</p> | <p>On-line theory assessment</p> | <p>D: use help, shared documents, make backups, Identify types of computer</p> <p>E: use scanner, digital camera, understand how memory and speed affect performance</p> <p>F: Use on-line help and manuals</p> <hr/> <p>Resources</p> <p>S1ITIntro.pps Hardware_Devices.pps Systems1.pps</p> |

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| <p>Creating and Presenting</p> <p>Web authoring Text Creating Links Graphics Importing graphics from the web</p> <p>Multimedia Presentation Text Graphics Animations Video* Sound* Interactive presentations*</p> <p>Desk Top Publishing Text Graphics Background pages Page numbers* Margins and guides*</p> <p>Word Processing Save and save-as Copy and paste Hidden characters Spell check Graphics, clipart</p> <p>Computer Graphics Copy, rotate, reflect graphics Edit at pixel level Screen-grab Digital Camera Scanner</p> | <p>Power-point presentation</p> <p>Web authoring</p> <p>Desk Top Publishing</p> | <p>Survey report including text, pictures and charts</p> <p>Desk top published document including text and graphics</p> | <p>D: Create document, create presentation/. mind map/web page</p> <p>E: Create document with chart, create multimedia presentation</p> <p>F: Interactive presentation/web page</p> <hr/> <p>Resources</p> <p>MS Word MS Publisher MS Front Page MS Paint MS Powerpoint</p> <p>Extension sheets</p> |

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| <p>Collecting and Analysing</p> <p>Spreadsheets</p> <ul style="list-style-type: none"> Enter data Set up a spreadsheet (Labels, data, formulae) Formula replication * Sorting* Draw chart, select appropriate chart for data Writing reports using charts, text and pictures <p>Databases</p> <ul style="list-style-type: none"> Browse a database Search a database Sort a database create a database (field types) * adding a picture field using the digital camera* | <p>Database including digital photographs or pictures from the web</p> <p>Simple Spreadsheet + creating charts</p> | <p>Spreadsheet – multiple scenarios</p> | <p>D: Enter data into spreadsheet, sort and search database</p> <p>E: Model a simple scenario, draw charts</p> <p>F: Search database on more than one criteria, compare solutions</p> <hr/> <p>Resources</p> <p>MS Excel</p> <p>Lotus Approach</p> <p>Extension sheets</p> |

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| <p>Controlling and Modelling</p> <p>Computer Programming Logo commands Writing and saving a program Using procedures Using programs with more than one procedure Using parameters* Procedures with more than one parameter* Recursion*</p> <p>Mind Mapping Multiple Intelligences Learning styles Creating a mind map</p> <p>Computer animation Symbols Layers Motion tweening Shape tweening</p> | <p>Programming in Logo</p> <p>Mind mapping</p> <p>Computer Animation</p> | | <p>D: Plan a sequence of instructions to be executed (program)</p> <p>E: Program using complex instructions (repeat)</p> <p>F: Create a set of instructions to solve a particular problem</p> <hr/> <p>Resources</p> <p>MSW Logo Mmap Flash 5 Internet Resources on multiple intelligences & learning styles</p> |

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|--|---|-----------------------------|--|
| Searching and researching Internet Describing the Internet Safety on the Internet KHS Acceptable Use Policy Navigating using a Browser Bookmarks: saving, organising Capturing text and graphics: copyright Searching for Information Using a CDROM Encyclopaedia Using a search engine: opening multiple windows, refining searches Finding pictures and sounds Searching web sites e.g. timetables, buying online | Search web using Google Use web as source of text/graphics QUICK Quiz | | D: create bookmark, copy and paste data from web E: Download files, compare websites, refine search. F: Complex web searches, evaluate web sites |
| | | | Resources |
| | | | First steps on the Net video Click-thinking quiz QUICK web guide and quiz Welcome to the Web internet activity |

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|--|--|-----------------------------|---|
| Communicating and Collaborating Communications Email Email Etiquette Sending attachments Working collaboratively: conferences, sharing documents * | Email – self, friend, group Sending attachments Conferencing | | D: send attachment E: use conferencing, understand netiquette F: Use different collaborative approaches |
| | | | Resources |
| | | | Outlook Express KHS Web board KHS News server |