# Year Ten ICT Program

## Introduction

Congratulations. If you are reading this, you have just successfully completed Year 9. This will be an exciting year for computer studies, as you are now in Year 10.

Based on your lifestyle, computer technology is a commonly used machine in most homes. Many homes even use computerized entertainment devices for music and video or media player. That is probably because computers do not have the disadvantages of the good old VCR and DVD or cassette players.

This year, you will learn to use advanced Microsoft Office applications such as Word, Excel and PowerPoint. Each of the units will have internet and other essential skill components. You are expected to be at the advanced level, and it could seem complex, however Central School is emphasizing these office tools as a prerequisite for all Senior Secondary learning faculties. Your school is happy to propose this program of fun learning in computer studies for future reference in Senior Secondary subjects.

## Year Ten attributes

Students at this level will be expected to demonstrate an understanding of advanced computing skills with Microsoft Office 2010, such as Word, Excel, PowerPoint and Publisher. Students will also get acquainted with cyber social media platforms such as Tweeter, Instagram, Facebook, Imo, Skype,etc…

## Material required for this course

You should be given a student User ID and Password by the Admin office, and your teacher should give you an exercise book for your handwritten notes.

Each student is expected to have their own external storage device such as a USB thumb drive to save their work. However, for network security reasons, all USBs must be approved by the Central School Lab Tech and must be used on not more than 2 trusted devices.

## Mode of Study

* Face to face and extended

In implementing a flipped classroom, there will be one period allocated for face to face with the teacher. The rest of the week, students will be expected to acquire some knowledge on and off campus in their own time to complete the course. Students may access the computer lab in their private study time, as long as there is a lab supervisor present.

**Students may access the computer Lab in their private time, as long as there is a supervisor**

## Assessment Ahead

This course has a total of 100% made up of teacher designed tasks measuring students’ achievements and acquisition of essential and basic computing skills in MS office.

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| Year Ten Level attributesStudents at this level will be expected to demonstrate an understanding of the basic computing skills in advanced use of Microsoft Office 2010, such as MS Word, MS Excel and MS PowerPoint |

## Skill Assessment for report

The assessment tools chosen for this level will be individual and group tasks. Refer to the table below for weight allocation.

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| Program Assessment |
| Item | Description | Weight % |
| Tasks | Students are given a task which comprises activities to complete as a practice exercise on the learning outcomes.  | 30 |
| Projects | Students engage in a group of not more than three students. They choose a project from the list suggested by the teacher and complete it as instructed.  | 30 |

Mr. Charlie Gihiala
Senior Economics Teacher

Junior Computer Studies Teacher
January 26, 2020

# STRAND ONE: Microsoft Word Summary Program

**TERM ONE**

**Individual task and group project submission.**

**Students will also learn referencing skill set with word at this level**

**Note that 1.24 will not be assessed at this level**

Below is the list of objectives to be completed

These series of competencies should be completed before Week 13 (end of Term One). Students will also learn a referencing skill set with Word at this level.

1. Use zoom
2. Understand Word Views
3. Split a document
4. Use the navigation pane
5. Insert ClipArt, pictures from files, and screen shots
6. Move or delete a picture
7. Use the Picture Tools Tab
8. Remove a picture’s background
9. Add artistic effects
10. Change a picture’s layout
11. Use SmartArt
12. Work with tables
13. Use the Table Tools Tab
14. Apply a style to a table
15. Add a cover page
16. Add Word Art
17. Draw shapes
18. Add a text box
19. Add a table of contents
20. Manage sources
21. Add footnotes, endnotes, and citations
22. Insert a bibliography
23. Create an Index
24. View synonyms
25. Use the Research Task Pane
26. Use Translation ScreenTips
27. Set your language
28. Use comments
29. Track and review changes
30. Compare documents
31. Minimize the ribbon
32. Customize the Quick Access Toolbar
33. Access word options

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| Task One: Research |

**Brief Description**

Students will write about a given research topic. This should be written in exactly 1000 words in a report format and will include a minimum of 10 citations of which, 3 should be from primary data sources, 5 from secondary sources and 2 from tertiary data sources. This research should include a cover page, referenced tables, and graphs, pictures with explanatory captions or short titles and bibliography.

**Objectives assessed**

1 to 33

Note that the students’ work submitted must contain evidence of every function performed in the tabs of the overhead ribbon.

**Assessment table**

10 marks Achieved with distinction

8 marks Achieved with excellence

5 marks Achieved

0 mark Not Achieved

**Additional competencies assessed shall be:**

* Number of words compliance 10 marks
* Timeliness 10 marks
* Creativity 10 marks
* English Vocabulary 10 marks

**Internet search and gathering information will be a separate skill to acquire this year.**

**English vocabulary will be closely scrutinised during marking**

* Overall project submission 10 marks

## TASK ONE Assessment overview

* Total Mark Out of 380
* Weight 30%

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| --- |
| Project: My Campaign Poster  |

**Brief Description**

Students will choose their working group to complete this project. They will choose a new name for their political parties. Assuming there will be a political election soon, students work in their groups to produce political party campaign posters of all the candidates, for provincial, municipal and national elections. These posters should have a 1party logo, 2party motto, 3party slogan, 4party statement, and 5candidate picture with a descriptive6text of character and achievement. The text work should include a 7quotation from a famous Vanuatu politician. There are no word limits.

**Competencies assessed**

1 to 33

Note that the 3 posters each student submits must contain evidence of every function performed in the tabs of the overhead ribbon.

**Assessment table**

10 marks Achieved with distinction

8 marks Achieved with excellence

5 marks Achieved

0 mark Not Achieved

**Additional competencies assessed shall be:**

**Internet search and gathering information will be a separate skill to acquire this year.**

**English vocabulary will be closely scrutinised during marking**

* Project layout 10 marks
* Referencing 10 marks
* Creativity 10 marks
* English Vocabulary 10 marks
* Overall project submission 10 marks

## Project Assessment overview

* Total Mark Out of 380
* Weight 30%