

11 Computer Science design Otumoetai College 2011 11CDSE

Welcome to Computer Science and Design

The focus is on the basics of using computer software to solve problems, use the internet effectively and present documents that are useful both in business and in everyday life. This course will also provide the basis for completing the National Certificate in Computing Level 2. The first compulsory standard will be offered this year and the remainder of the certificate will be completed at year 12.

General Description of the course includes:

The areas covered will be: word processing, internet use, web pages, spreadsheets, simple desktop publishing, manipulating images, business presentations, drawing software and how the computer works.

Recognition / credits

Level 1 credits – all of which are unit standard based.

Key Competencies in Computer Science and Design

- **Using Language, symbols, text** – applies to all practical tasks and skills – all business documents, communications, tables and spreadsheet data.
- **Thinking** – applies to problem solving, effective communication and organisation.
- **Managing Self** – all tasks must be planned in order to approach them in the best way, meet deadlines and get the required results.
- **Relating to others** – working within the legal and ethical constraints applicable to this area of work. Maintaining positive work relationships with the teacher and other students.
- **Participating and Contributing** – attempt all work offered and seek to gain the standard required to make the outcome useful and timely.

Assessment

A Unit standard assessment will be offered at the end of each unit of work and will be achieved over a period of time.

All work will be done in class and under supervision.

Assessment papers will all be held by the teacher as these will be required for an official audit.

A re-sit of any paper will be by negotiation and will depend on the quality of the initial attempt.

Security

- All work on computers must be backed up by the student. The school does have a backup system and this will answer most concerns most of the time.
- A clear file for class work and notes must be kept and used by the student to further their learning and as an extra backup.
- Students have all been issued with passwords which are designed to protect access to their accounts. These passwords are generic and must be changed for greater security.
- Students are not permitted to share passwords.
- A level of respect for equipment is essential in this area of learning. The equipment is all shared and is therefore not to be personalised.

Authenticity

Students are to save all of their work in their student drive. This can be accessed by the teacher and most unit standards will be assessed on screen as well as on the hard copy printout.

Dates

Most unit standards will be project based or open ended. Times will therefore be general. The number of credits actually offered will depend on personal time and work management of the student as well as the student's readiness and preparedness to sit the standard.

Internet use – is governed by protocols. These are based on legal and ethical grounds. Students are expected to use the internet for the required purpose.

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Topic	Assessment	Credits
Introduction to the computer and how it works. Actual assessment will be offered later in the course.	US 2780 – level 1	3
The Internet – demonstrate knowledge and use of the internet.	US 18758 – level 1	2
Word Processing – develop and use keyboarding skills, safe ergonomic work practices, to produce documents that meet the purpose.	US 101 – level 1	3
Spreadsheets – making use of formulae, effective presentation and be able to follow instructions.	US 18743 – level 1	2
Business presentation – to plan and deliver a presentation to a select audience.	US 5946 – level 1	3
Desktop Publishing – use the software to present documents	US 2792 – level 1	4
Web – create a web page using a template which is accurate and working. Use mark-up language and a text editor.	US 18758 – level 1 US 25659 – level 1	2 2
Digital Media images – down load and edit images to meet a specific requirement	US 26745 – level 1	3
Solve a problem	US 12884 – level 1	3