

SING YIN SECONDARY SCHOOL

Syllabus for Computer Literacy - September 2016 / July 2017

FORM ONE

Electronic Textbook: School-based ICT (Pearson)

Objectives :

1. To help students to develop problem solving skills.
2. To help students to understand the basic principles of operation of a computer.
3. To help students to make use of common application software.
4. To help students to acquire the following values:
 - i. A positive attitude towards self-learning
 - ii. Solving problem carefully
 - iii. Responsibility in using computer correctly

Periods Allocated

- | | | |
|-----|--|-----|
| 1. | <u>Legal and Ethical Issues</u> | |
| 1.1 | How to use computer correctly <ul style="list-style-type: none">• Intellectual Property Rights• Responsibility in posting correct information in Internet | 1 |
| 2. | <u>Basic of Computer System</u> | |
| 2.1 | Computer Concept <ul style="list-style-type: none">• Input - Process - Output• The distinction between hardware and software | 0.5 |
| 2.2 | Components of Computer System <ul style="list-style-type: none">• Input peripherals• Output peripherals• Storage peripherals• Communication peripherals | 1.5 |
| 2.3 | Typing technique | 2 |
| 2.4 | File management <ul style="list-style-type: none">• Basic idea of directories and sub-directories• How to save, retrieve, copy and delete files. | 1 |
| 3. | <u>Access Internet and Chinese Computing</u> | |
| 3.1 | Access internet using IE and school web site | 0.5 |
| 3.2 | Use searching engine, download files and zip/unzip files | 0.5 |
| 3.3 | Introduce and use school platforms | 1 |
| 3.4 | How to input Chinese character by (速成) | 3 |

4. **Programming**

5.1	Ideas of programming	0.5
5.2	Introduce the Scratch environment and download the software	0.5
5.3	Basic program structure	0.5
5.4	Basic output statements	0.5
5.5	Basic repeat ..until looping statements	1
5.6	Assignment / assessment	3

5. **Text Processing and Graphics Handling**

6.1	Microsoft Word	
	• Basic operation, text and paragraph formatting	1
	• Basic editing features, page layout	1
	• Insert text box, graphics and objects	1
	• Assignment / assessment	1
6.2	Inkscape	
	• Download the software and basic operation	1
	• Drawing shapes and add text	1
	• Selection, copying and change color	1
	• Special features	1
	• Assignment / assessment	2

(27 cycles)

END

Signature of Teacher-in-charge: _____

Checked by : _____