

SING YIN SECONDARY SCHOOL

Syllabus for Computer Literacy - September 2016 / July 2017

FORM TWO

Electronic Textbook: School-based ICT (Pearson)

Objectives :

1. To help students to develop problem solving skills.
2. To help students to understand the basic components 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
1.1	How to use computer correctly <ul style="list-style-type: none">• Intellectual Property Rights• Responsibility in posting correct information in Internet• Indecent and Deceitful Materials	
2.	<u>Programming Scratch</u>	
2.1	Introducing sound effect and prompt text	1
2.2	Introducing costume	1
2.3	Introducing input from keyboard	1
2.4	Application input and prompt text	1
2.5	Assignment / Assessment	2
3.	<u>Calculations and Charts</u>	
3.1	Introduce Excel	1
3.2	Using spreadsheet for calculations (including formulas)	2
3.3	Generating charts	2
3.4	Assignment / Assessment	1

4. **Multimedia Presentation**

4.1	Introduce PowerPoint	0.5
4.2	Developing multimedia presentation <ul style="list-style-type: none"> • using scanner, digital camera to prepare graphics files • copy sound tracks, download mp3, wav files etc • copy, create and download video files 	0.5
4.3	Project with multimedia presentation	2

5. **Writing Web Page**

5.1	Introduce Dream Weaver	0.5
5.2	Web page basic design and construction <ul style="list-style-type: none"> • use HTML and application software 	0.5
5.3	Upload the web page to server	2
5.4	Introduce the hyperlinks	2
5.5	Introduce objects	1
5.6	Assignment (design own web page)	2

6. **Components of computer system**

6.1	Computer hardware <ul style="list-style-type: none"> Input / Output units Central Processing Unit Storage units 	2
6.2	Computer software (different types of computer software)	1

(27 cycles)

END

Signature of Teacher-in-charge: _____

Checked by : _____