

Computer Education:

- a) **Target Group:** Year 6, Year 7 and Year 8
 b) **Duration:** Term 3 (Week 4 to Week 8)
 c) **Time Allocation:** 20 hours (approx. 5 hours per week)
 d) **Learning Outcomes:**

Student should be able to:

- i. Know the basic components and functions of computer system
- ii. Understand the basic types of hardware and software
- iii. Develop hands-on techniques by typing, painting and saving documents
- iv. Apply basic techniques to organize, describe and relate to everyday life (ie. Paint, Microsoft Word, Microsoft PowerPoint and Microsoft Access)

e) Subject Content Outline

- i. **Year 6 : Total Allocation = 20 hours (Lecture = 6 hours , Practical= 14 hours)**

Unit	Sub unit	Topics	Students should be able to :	Allocated Time
• Basic Operation	Components of the computer system	1.1 Functions of the computer	i. describe the functions of the computer (input, processing, output, storage) ii. Identify ways in which computers are being used in society.	3 periods
		1.2 Types of hardware	i. describe the different types of computer hardware (input , processing and output	2 periods
• Input devices	Input devices	1.3 Types of storage media	i. describe different secondary storage medias. (USB, CDs, hard drive)	1 period
		1.4 Mouse Techniques	Use the mouse as an input device <ul style="list-style-type: none"> • Point to objects • Left mouse click • Double left mouse click • Click and drag 	2 periods (lab)
		1.5 Keyboarding techniques	Use the keyboard as an input device <ul style="list-style-type: none"> • Use the keyboard to type in alphabets • Use the spacebar key to separate words • Use the Enter key to 	2 periods (lab)

			<p>begin typing on a new line</p> <ul style="list-style-type: none"> • Use the Backspace key to delete characters backwards • Use the Shift key to capitalize alphabets <p>i. Improve typing skills efficiency</p>	4 periods (lab)
• Application software	Word processing	1.7 Microsoft Word	<ul style="list-style-type: none"> • Use menu/tool bar functions in a word processing program • Proofread and edit writing using appropriate resources • Use the formatting toolbar • Copy and paste text images within a document , as well as from one document to another • Demonstrate use of intermediate features in word processing applications • Create a timetable using the MS Word features learned 	4 periods (lab)
	Paint	1.8 Paint	<p>i. identify different parts of paint</p> <p>ii. draw lines and shapes</p> <p>iii. Erase part of a picture</p> <ul style="list-style-type: none"> • Save a picture 	2 periods (lab)

ii. **Year 7: Total Allocation = 20 hours (Lecture = 8 hours , Practical= 12 hours)**

Unit	Sub unit	Topics	Students should be able to :	Allocated Time
<ul style="list-style-type: none"> Basic Operation 	Components of the computer system	1.1 Functions of the computer	i. describe the functions of the computer (input, processing, output, storage)	2 periods
		1.2 Types of hardware	describe the different types of computer hardware (input , processing and output	3 periods
<ul style="list-style-type: none"> Input devices 	Input devices	1.3 Four types of computers	i. identify the four types of computers : supercomputer , mainframe, minicomputers and microcomputers	3 periods
		1.4 Mouse Techniques	Use the mouse as an input device <ul style="list-style-type: none"> Point to objects Left mouse click Double left mouse click Click and drag 	1 period (lab)
		1.5 Keyboarding techniques	Use the keyboard as an input device <ul style="list-style-type: none"> Use the keyboard to type in alphabets Use the spacebar key to separate words Use the Enter key to begin typing on a new line Use the Backspace key to delete characters backwards Use the Shift key to capitalize alphabets 	1 period (lab)
<ul style="list-style-type: none"> Internet 	Internet research	Research using internet	<ul style="list-style-type: none"> Define internet Identify different search engines(Google chrome, Internet explorer , Mozilla Firefox) Search on the internet 	1 periods (lab)

<ul style="list-style-type: none"> Application software 	<p>Word processing</p>	<ul style="list-style-type: none"> Microsoft Word 	<ul style="list-style-type: none"> Use menu/tool bar functions in a word processing program Proofread and edit writing using appropriate resources Use the formatting toolbar Copy and paste text images within a document , as well as from one document to another Demonstrate use of intermediate features in word processing applications 	<p>3 periods (lab)</p>
	<p>PowerPoint presentation</p>	<p>1.8 Microsoft PowerPoint</p>	<p>i. create a series of slides and organize them to present research or convey ideas ii. use animations in slides</p>	<p>3 periods (lab)</p>
	<p>Access</p>	<p>1.9 Microsoft Access</p>	<p>i) Define term database ii) Identify features and advantages of database iii) relate to everyday life iv) create and search existing database</p>	<p>3 periods (lab)</p>

iii. Year 8: Total Allocation = 20 hours (Lecture = 6 hours , Practical= 14 hours)

Unit	Sub unit	Topics	Students should be able to :	Allocated Time
• Basic Operation	Components of the computer system	1.1 Functions of the computer	i. describe the functions of the computer (input, processing, output, storage)	3 periods
		1.2 Four types of computers	i. identify the four types of computers : supercomputer , mainframe, minicomputers and microcomputers	3 periods
• Input devices	Input devices	1.4 Mouse Techniques	Use the mouse as an input device <ul style="list-style-type: none"> • Point to objects • Left mouse click • Double left mouse click • Click and drag 	1 period (lab)
		1.5 Keyboarding techniques	Use the keyboard as an input device <ul style="list-style-type: none"> • Use the keyboard to type in alphabets • Use the spacebar key to separate words • Use the Enter key to begin typing on a new line • Use the Backspace key to delete characters backwards • Use the Shift key to capitalize alphabets 	1 period (lab)
• Internet	Internet research	Research using internet	<ul style="list-style-type: none"> • Define internet • Identify different search engines(Google chrome, Internet explorer , Mozilla Firefox) • Search on the internet 	2 periods (lab)

<ul style="list-style-type: none"> • Application software 	<p>Word processing</p>	<ul style="list-style-type: none"> • Microsoft Word 	<ul style="list-style-type: none"> • Use menu/tool bar functions in a word processing program • Proofread and edit writing using appropriate resources • Use the formatting toolbar • Copy and paste text images within a document , as well as from one document to another • Demonstrate use of intermediate features in word processing applications • Create a resume(CV) using the MS Word features learned 	<p>3 periods (lab)</p>
	<p>PowerPoint presentation</p>	<p>1.8 Microsoft PowerPoint</p>	<p>i. create a series of slides and organize them to present research or convey ideas ii. use animations in slides</p>	<p>3 periods (lab)</p>
	<p>Access</p>	<p>1.9 Microsoft Access</p>	<p>i) Define term database ii) Identify features and advantages of database iii) relate to everyday life iv) create and search existing database</p>	<p>4 periods (lab)</p>