

Summary Internal Assessment Schedule

The following summary schedule must be completed by the teacher of PSSC Computer Studies and returned to SPBEA by the 1st March of the year the programme is being taught.

School: _____ Teacher: _____ Date: _____

Topic	Assessment Method	Weight	Brief Description	Completion Date
1 (Compulsory) Computer Operating Systems	1a Observation	4	Check list (p. 23)	
	1b Common Assessment Task 1	15	Marked CATs must be returned to SPBEA postmarked no later than April 30	April 16
2 (Compulsory) Word-processing Spreadsheets Databases	2a Observation		Check list (pp24-26)	
	Word-processing	2		
	Spreadsheets	2		
	Databases	2		
	2b Common Assessment Task 2	10	Send to SPBEA by June 11	May 28
	Common Assessment Task 3	10	Send to SPBEA by Aug 13	July 30
	Common Assessment Task 4	10	Send to SPBEA by Oct 1	Sept. 17
3 Computer Programming	Teacher Designed Task 1	15		
	Teacher Designed Task 2	15		
4 Desktop Publishing 7 PC Presentation	Teacher Designed Task DTP (or PCP)	15		
Total IA Programme		100		

Reference Documents:

Course Notes

<http://www.tongatabu.net.to/compstud/index.html>

Categories: Systems, Databases, Programming, Spreadsheets, Word-Processing, Other, Local.

SPBEA Prescription

Local Issues | F6 Prescription

Assessment by Observation

Local Issues | F6 ABO

Computer Programming

Notes: Programming | QB Tutorial

Task 1,2 : Programming | Projects

Form 6 – Computer Studies

Scheme of Work

	Wk	Class Work	Practical Work	Reference
General Computer Knowledge	2	1.1.1 Give a sample definition of each component 1.1.2 Describe the interaction between: CPU, Memory, Keyboard, Mouse, Disk Drive, Video Display. 1.1.3 Describe and maintain the environmental conditions required by the computer system. Air Conditioning, Dust, Humidity	<ul style="list-style-type: none"> • Take Home Assignment 1 • Personalizing the Desktop Background, Colour Scheme, Screensaver • <i>Each student to produce a timetable of their course for the Term</i> 	<i>MSDOS p2</i> <i>Windows 95</i> <i>Manual</i> <i>Windows 95</i> <i>Step-by-Step</i> <i>Windows 95</i> <i>Tutorial</i> <i>Windows 95</i> <i>Help</i>
	3	1.1.4 Identify simple hardware faults Power loss, Disconnected plugs 1.1.5 Discuss the power supply problems, possible effects on computers, and steps that can be taken to overcome the problems. Power Surge, Spikes, Brown Outs, UPS 1.1.6 Describe the use of keys on a QWERTY Keyboard 1.2.1 Describe the interaction between the printer and CPU 1.2.2 Print data from an application software 1.2.3 Explain simple printer error messages Printer out of paper, Printer Offline	<ul style="list-style-type: none"> • Keyboard Diagram: • WIMP diagrams 	<i>Windows 95 for</i> <i>Dummies</i>
Operating System	4	1.2.4 Replace printer consumables Paper, ribbon, toner 1.2.5 Identify simple hardware problems Power Off, Loose or disconnected plugs (cables) 1.3.1 Describe the personal computer's operating System 1.3.2 Describe and compare disk and chip-based operating systems.	Connecting / Removing Printers Removing / Adding Printer (Driver) Printing from Software	OS and PC Disk Storage
	5	1.4.1 Describe memory (RAM) and disk storage, their purpose and the flow of information between them. 1.4.2 Describe the technology employed with memory and disk storage, their advantages and disadvantages.	Save files to diskette Copy files between Hard Disk and floppy	
	6	1.4.3 Explain storage concepts Bit, Byte 1.4.4 Describe the relation between BIT and BYTE in terms of simple ASCII code and Binary numbers.		CPU Disk Storage MSDOS p1 MSDOS p2
	7	1.5.1 Definitions Cold Start, Warm Start (Boot), Shutdown Process 1.5.2 Perform Simple Operating System Tasks Start an application 1.5.3 Explain simple operating system errors Printer not online, Printer out of Paper, Disk not in Drive, Disk not ready, Moving a system file, Effects on Application 1.5.4 Alter simple basic configurations Date, Time		

8	<p>1.5.5 Format a floppy Disk Create a system boot disk, start the machine with it.</p> <p>1.5.7 Change an active drive</p> <p>1.5.8 Copy a file to and from the floppy disk</p> <p>1.5.9 Perform Print Screen operations</p> <p>1.6.1 Describe System and application software and their relationships</p> <p>1.6.2 Describe common applications and their purpose {word-processing, spreadsheet, database, desktop publishing, graphics, communications}</p> <p>1.6.3 Run a menu driven program and quit it</p> <p>1.6.4 Describe a computer program as a sequence of coded instructions which the computer interprets</p> <p>1.6.5 Name at least two common programming languages {Basic, Visual Basic, Java, C, C++, COBOL}</p>	ABO 1 – Trial CAT 1 - Trial 1 (1998 Sample)	ABO Shortlist OSandPC
9	<p>1.7.1 Create, locate, and display the contents of a folder</p> <p>1.7.2 Use a simple text editor to view and print system text documents.</p> <p>1.7.3 Locate and view the contents of a file using an appropriate software application.</p> <p>1.7.4 Be able to perform the following file management tasks: {copy, rename, move, delete}</p> <p>1.7.5 Backup files</p> <p>1.7.6 Demonstrate they handle floppy disks appropriately so as to avoid damage</p> <p>1.7.7 Demonstrate they can protect a personal computer against viruses using anti-virus procedures</p>	ABO 1 – Actual CAT 2 - Trial 2 (1998 Actual CAT 1)	ABO Shortlist OSandPC
10	<p>1.8.1 Explain the use of meaningfully labelled directories (folders) and the advantages of grouping files within them.</p> <p>1.8.2 Navigate along a directory tree (folder hierarchy)</p> <p>1.8.3 Locate files using available file name search utilities</p> <p>1.9.1 Describe automated operations</p> <p>1.9.2 Develop and run three automated operations</p>	CAT 1 - Trial 3 (1997 Actual CAT 1)	OSandPC
11	<p>1.10.1 Identify and discuss ethical issues {Individual privacy, Corporate Confidentiality, Piracy, Copyright}</p> <p>1.10.2 Demonstrate their responsibility to other people's data at all times.</p>	CAT 1 – Actual	Ethics Apr. 16. CAT 1
12	<p>2.1.1 The principles of word-processing {Document Creation, Retrieval/Open, Formatting, Sorting, Printing}</p> <p>2.1.2 Current word-processing terms, and be able to correctly interpret them. {Mail-merge, Spellcheck, Thesaurus, WYSIWIG, Macros}</p>		WP TnD
13	<p>2.1.3 Word-processing software applications, and be able to identify equipment options {separate and integrated software applications, business and personal use applications, chip-based electronic typewriters}</p> <p>2.1.4 Font terminology and definition {Font, Type, Size, Style, Proportional and fixed spacing}</p>		1998 F5 Sample CAT 1998 F5 CAT Fonts

Programm-ing		QBasic IDE Print Variables & Memory Storage Variable Assignment Keywords	QBasic Lab	Notes QBasic Help
		Commenting / Documenting Code Operators Conditional structures		
		Iterative structures		

Term 2

	Wk	Class Work	Practical Work	Reference
	1		<i>Continue exercises for previous lab topic</i>	Week 2 : CAT2
	2			
Spread-sheets	3	2.8.1 Describe the advantages of a spreadsheet. 2.8.2 Reference a CELL {absolute, relative} 2.8.3 Identify Cell Types {labels, values, formulas} 2.8.4 Demonstrate the ability to move the cursor about the s/s 2.8.5 Name Spreadsheet Programs {Microsoft Excel, IBM Lotus 123, Corel Quattro Pro} 2.9.3 b) Entering and changing data	2.9.1 Load and quit a s/s program 2.9.2 Use online help where available 2.9.3 a) enter, edit values and formulas	May 31 – June 4 Lesson 1 – 4 Excel 97 Step-by-Step
	4	2.9.3 c) Entering and changing formulas {relative, absolute reference} 2.9.3 d) Mathematical Operations { +, -, *, /} 2.9.3 3) Mathematical formulas {SUM, AVERAGE, COUNT, IF, MAX, MIN}	2.10.1 Demonstrate the ability to manage files { Create, Name, Save, Copy, Rename, Abandon Changes, Locate Directories, Display Directory contents, Locate Files} 2.10.2 Demonstrate data-integrity practises {Compare data with source, use check totals} 2.10.3 Print a page using appropriate orientation {portrait, landscape}	June 7 – 11
	5	Mid-Year ?		June 14 – 18
	6	Practical 1 – Data Entry, Formatting. Mathematical operators Practical 2 - Data Entry, Formatting. Mathematical operators Practical 3 – Formulas {SUM, AVERAGE, COUNT}		June 21 – 25
	7	Practical 4 – Formulas {SUM, AVERAGE, COUNT, MAX, MIN} Practical 5 – Formulas {IF} Practical 6 – Formulas {IF}	<i>Practical 7 – Formulas {AVERAGE, COUNT, MAX, MIN, IF}</i>	June 28 – July 2
	8			July 5 – 9 Lesson 1 – 4
Database	9	2.12.1 Describe the advantages of using databases. 2.12.2 Describe a flat-file as a table of rows (records) and columns (fields) 2.12.3 Identify field-size and type {text, number, formula, date} 2.12.4 Identify examples of database programs {Microsoft Access, Lotus Approach, Corel Paradox}	2.13.1 Use online help 2.13.2 Sort a database alphabetically and numerically 2.13.3 Apply a query using database logic functions {AND, OR, Simple Statement, Double compound statement} 2.13.4 Delete records and use other delete related commands. {Undelete, Zap, Pack}	July 12 – 16 Access 97 Step-by-Step

	10	Practical 1 – Open, Create a Table, Browse Data Practical 2 – Open, Create a Table, Browse Data Practical 3 – Open, Create a Table, Create a Query	2.14.1 Load and quit a database program 2.14.2 Apply database functions {create and edit records, browse the database, find simple data occurrences} 2.15.1 Demonstrate file management techniques 2.15.2 Understand the need for data integrity practices Demonstrate data-integrity practices {compare data with source, input controls, use check totals} 2.15.4 Print reports and query outputs.	July 19 – 23
	11	Practical 4 – Open, Create a Table, Create a Query	CAT 3 – Spreadsheets	July 26 – 30
	12	Practical 5 – Open, Create a Table, Create a complex query Practical 6 – Open, Create a Table, Create a complex query, Browse, Reports Practical 7 – Open, Create a Table, Create a Browse, Reports		Aug 2 – 6
	13	Programming – Practical 1		Aug 9 – 13
	14	Programming – Practical 2		Aug 16 – 20

Term 3

	Wk	Class Work	Practical Work	Reference
Database	1	2.12.1 Describe the advantages of using databases. 2.12.2 Describe a flat-file as a table of rows (records) and columns (fields) 2.12.3 Identify field-size and type {text, number, formula, date} 2.12.4 Identify examples of database programs {Microsoft Access, Lotus Approach, Corel Paradox}	2.13.1 Use online help 2.13.2 Sort a database alphabetically and numerically 2.13.3 Apply a query using database logic functions {AND, OR, Simple Statement, Double compound statement} 2.13.4 Delete records and use other delete related commands. {Undelete, Zap, Pack}	Sept 6 – 10
	2	Practical 1 – Open, Create a Table, Browse Data Practical 2 – Open, Create a Table, Browse Data Practical 3 – Open, Create a Table, Create a Query	2.14.1 Load and quit a database program 2.14.2 Apply database functions {create and edit records, browse the database, find simple data occurrences} 2.15.1 Demonstrate file management techniques 2.15.2 Understand the need for data integrity practices Demonstrate data-integrity practices {compare data with source, input controls, use check totals} 2.15.4 Print reports and query outputs.	Sept 13 – 17
	2		CAT 4 – Database Management	Sept 13 – 17
	3			Sept 20 – 24
	4			Sept 27 – Oct 1

	5			<i>Oct 4 – Oct 8</i>
	6			<i>Oct 11 – Oct 15</i>
	7			<i>Oct 18 – Oct 22</i>
	8			<i>Oct 25 – Oct 29</i>
	9			<i>Nov 1 – Nov 5</i>
	10			<i>Nov 8 – 12</i>
	11	Examination Week	Examination Week	<i>Nov 15 – 19</i>
	12			
	13			
	14			