

Form 5 – Computer Studies

Scheme of Work

Theme	Wk	Class Work	Practical Work	Reference
General Computer Knowledge	1	Computers – A definition How a Computer Works Input / Output Devices Keyboard Mouse What is a floppy diskette Simple care procedures	<i>The more time spent in this session the less elsewhere</i> Turning on / off, wall power, unit power User Logon Accounts Mouse, practise <i>Use MS Hearts to provide a collaborative learning environment and initiate perception that the class learns together. Use solitaire on non-networked systems.</i>	Course Notes – MSDOS p2 Windows 95 Manual Software Windows 95 Step-by-Step Windows 95 Tutorial Windows 95 Help Windows 95 for Dummies
	2	WIMP – Windows Interface Items - Icons – Pictures - Task Bar - Start Button - Desktop - Windows on Work - Dialog/Windows Items <ul style="list-style-type: none"> • Text box • Check box • option button • default button • list box • combo box • toolbars • status bar 	Windows 95 Interface <i>Use MS Encarta to introduce a networked based application with applications in many other subjects for the students.</i> <ul style="list-style-type: none"> • Mouse skills are developed • Text box dialogs introduced • Option Buttons (radio buttons) • Menus User Interface options Paintbrush/Microsoft Word Printer Cut and Paste operations <ul style="list-style-type: none"> • Take an article from Encarta to Word, add signature from paint. Use only the brief of an article relevant in another class, eg. History. 	
	3	Major causes of computer problems Serial / Parallel Devices	Connecting / Removing Printers Removing / Adding Printer (Driver) Printing from Software <ul style="list-style-type: none"> • Each student to produce a timetable of their course for the Term. 	Windows 95 Step-by-Step Windows 95 Help Notes Printer Manual Windows 95 for Dummies
	4	Modem Impact / Non-Impact Printers	Introduce the use of A: and C:; demonstrate with an opened machine Save files to diskette Copy files between Hard Disk and floppy	
Operating System	5	Computer Viruses	Run anti-virus software Check diskettes for virus	Anti-virus Help Anti-virus Manual MS-DOS Manual Notes
	6	List main functions Different Operating Systems File System	Creating a System Disk Saving Files onto the floppy diskette Using Help	
	7	Disk Storage (track, sector, format) 'Booting' a computer Startup Disk Backing Up	Anti-Virus Software <ul style="list-style-type: none"> - Run - Detect a Virus - Remove a Virus 	
Word Processing	8 9 10	Advantages & Disadvantages Wordwrap Font / Font-size	Install Exercise Files Save Files to Floppy Diskette Editing Text Formatting Saving to Floppy Disk Paragraph Formatting Shortcut Keys Toolbar Shortcuts Spell Checker / Thesaurus	Lesson 1 – 4 MSWord97 Step-by-Step

Programm-ing	11	QBasic IDE Print Variables & Memory Storage Variable Assignment Keywords	QBasic Lab (incomplete)	Notes QBasic Help
	12	Commenting / Documenting Code Operators Conditional structures		
	13	Iterative structures		

Term 2

Theme	Wk	Class Work	Practical Work	Reference
CPU	1	CPU Diagram Dataflow a computer Binary Numbers	Continue exercises for previous lab topic	
	2	ASCII		
	3	Bytes, kilobytes, mega, giga Memory Addressing Primary Storage Secondary Storage		
Spread-sheets	4	Definition Formulas Reference System What if scenarios	Starting, Saving Excel's Formula Bar Editing Formulas Column width, Row height Fill Cells	Lesson 1 – 4 Excel 97 Step-by-Step
General Knowledge	5	Computer Categories		
	6	Hardware & Software		
	7	System Software –vs- Applications Identify some important applications		
Database	8	Non-electronic database Tables, fields, records		Lesson 1 – 4 Access 97 Step-by-Step
	9	Design Principles Forms		
	10	Advantages & Disadvantages Updating Backing Up Security Issues		

Term 3

Theme	Wk	Class Work	Practical Work	Reference
MS-DOS an Operating System	1	File System FAT – File Allocation Table System Startup Files	BIOS Lab MS-DOS Lab	
	3	Common DOS commands (date, time, del, ren, copy, type, md, cd, rd, dir, tree, cls, format, command.com)		
	4	Command Line Parameters		

Project Based Learning

The following are a list of recommended projects for students to apply and enhance their understanding and skills relative to course objectives and personal interests.

Project		Skills Development	
English Papers (everyone)	One English paper should be required for word processing each term (total of three wordprocessed papers) as a minimum start.	Typing, Keyboard practise Font sensibility Layout sensibility Styles Printing	Coordination with English Department required
Accounting (everyone)	Obtain Worksheet examples from accounting staff and have students develop spreadsheets and how to achieve solutions for this.	Formulas Editing	Coordination with Accounting Department required
Sports Records (elective)	Obtain school sports records	Database Management Database Design Database Data Entry Database Backup	