

St. Francis Xavier's College
2017/2018
Computer Literacy
Course Outline

Level: F.3

Term: 1

	Topics / Main Theme	No. of cycles
1	Computer Systems - Basics of Computer System - Central Processing Unit - Main Memory - Secondary Storage Devices - Input and Output Devices - System Software and Application Software - Types of Computer Systems	6
2	Spreadsheet - Sorting and Filtering - Auto-filling - Conditional Formatting - Relative and Absolute Referencing - Sum, Average, Max, Min, Count, If, Charts, - (Optional: Lookup, Pivot Table)	3

Modes of Assessment and weighting:

Modes	Regular Tests	Designated Assignments	Individual Project	Examination
Weights	10%	10%	---	80%

Term: 2

	Topics / Main Theme	No. of cycles
1	Data Checking and Binary System - Data Verification and Data Validation - Binary System and Binary Units - Binary Arithmetic	3
2	Programming with Visual Basic - Introduction to Programming - Variables, Random numbers, Number Manipulation of Branches and Conditional Branches - Iterations - Swapping of Variables - One-dimensional Array	7

Modes of Assessment and weighting:

Modes	Regular Tests	Designated Assignments	Individual Project	Examination
Weights	10%	10%	---	80%