WEEK	TOPIC	OBJECTIVES	CONTENT/ASSESSMENT
Week of September 4, 2023 **Orientation Week**		Introduction to the software tools to be used for and expectations for the term. Breakdown of SBA Components **Guidelines for the term & Lab Rules.** • **No** Food in the lab • Do not enter the lab without a teacher. • Do not leave laptop chargers plugged in. • Sign out of **ALL** accounts before leaving. • Shut down all devices **properly**. • Only visit sites you are **permitted** to visit.	***Students will be informed of class rules, tools, study tips and SBA structure & management*** Online tools: Google Classroom, Edulastic, G- Suite, Google Forms ***Tools:*** *E-Textbook, NoteBook, USB drive, Email Address(immaculate) & Syllabus.*
WEEK 1 **September 11-15**	**PRACTICAL** **SPREADSHEET (SS Revision)**	Explain the purpose of Spreadsheets Use and Syntax of some common functions Use appropriate terminology commonly associated with Spreadsheets.	*Definition of Spreadsheets* *sum, max, min, date* *Assignment* *Labeled diagram of the Microsoft Excel window* *Row, column, cell, cell address, label, value, formula, function, worksheet, template, range, title, window,*

			record, Relative addressing and absolute addressing.
	Computer Fundamentals and Information Processing (CFIP)	Explain the concept of Information Technology Explain how the major hardware components of a computer system interrelate;	*Definition and scope of Information Technology* *Input processing output storage (IPOS) cycle.*
WEEK 2 **September 18 -22**	**PRACTICAL** **SPREADSHEET (SS)**	Use and Syntax of the IF Function Review of *count, counta and countif functions*	*Review of terms from Previous assignment* *In class Excel Exercise* • *(If function and one or two other previously covered functions)* -
	Computer Fundamentals	Select appropriate input devices to meet the needs of specified applications;	*INPUT* *Associate the following devices with suitable applications:* *Optical mark reader (OMR), character readers (OCR, MICR), mouse, joystick, barcode reader, document scanner, light-pen, touch terminals, voice response unit, Touch Screens*

			(tablets, point of sale, ATM), keyboard, digital camera, biometric systems, sensors, remote control, sound capture, pointing devices, webcam.
WEEK 3 **Sept 25-29**	**PRACTICAL** **SPREADSHEET (SS)**	Modifying an excel worksheet Manipulate columns and rows	*Sorting data (primary field, secondary field, ascending, descending order)* *Inserting rows and columns* *In class activity for Sorting*
	Computer Fundamentals	Select appropriate output devices to meet the needs of specified applications	*OUTPUT* *Associate the following devices with suitable applications:* *a) Visual output: Printers (laser, inkjet, dot matrix, thermal, plotters, 3D Printers), microfilm.* *b) Audible output: speakers, headphones*
WEEK 4 **Oct 2-6**	**PRACTICAL**	Use and Syntax of the VLOOKUP Function	*In class activity for VLookup.*

	SPREADSHEET (SS)	Manipulate columns and rows Relative addressing, absolute addressing	*Insert delete and modify columns and rows* *COURSEWORK #1 Excel* *(count, counta , Countif, If , VLookup)**** *will be given for Assignment (Due on the Week of Oct 9, 2023)*
	Computer Fundamentals	Explain the functions of Memory and Storage Units of storage	*STORAGE* *a) Primary memory (RAM and ROM), secondary storage, output.* *b) Secondary storage devices: Hard disks, magnetic tape, flash drive, memory card, and optical disks (CD, DVD and Blu-Ray).* *Bits, bytes, kilobytes, megabytes, gigabytes, terabytes.*
WEEK 5 **Oct 9-11**	**PRACTICAL** **SPREADSHEET (SS)**	Use and Syntax of the PMT Function Use of Numeric Data Formats	*In class activity for PMT.* *Numeric data formatting (currency, accounting, percentage, comma, decimal places*

	Computer Fundamentals	Evaluate the relative merits of cloud storage and local storage. Distinguish among the major types of Computer Systems in terms of speed, storage and portability.	*Definition of cloud and local storage. Pros and Cons of Cloud vs Local Storage (capacity, cost, accessibility, security issues.)* *COURSEWORK #2* *Graded STEM Exhibition Project-subject to change (STEM Exhibition will be March 4, 2024* *Students will explain the major types of computer Systems and make models of them.* *(a) Supercomputers (for example, Cray).* *(b) Mainframes (for example, IBM zEnterprise System).* *(c) Desktop systems.* *(d) Mobile devices (for example, laptops, notebooks, netbooks, smartphones, tablets and game consoles).* *(e) Embedded devices (for example, special-purpose systems such as controllers in microwaves, car ignition systems, answering machines).* *Project must be accompanied by an oral group presentation.* *Focus areas for grading:* ***Model:*** *Ability to accurately represent the specified model.* *Presentation (neatness, creativity)*

			Oral Presentation: *Content (which includes appropriate example(s), description, speed, portability, use)* *Presentation (Diction, clarity, audible)* *Organization* *DUE DATE: WEEK OF NOV 21ST*
Midterm - October 12- 16			
Continuation of Week 5 **Oct 17 - 20**	**Review of Material for Exam**	Teacher has the option of moving ahead with content.	
First Six Week Test - October 23 to 27			
WEEK 7 **Oct 30- Nov 3**	**PRACTICAL** **SPREADSHEET (SS)**	Manipulate data in a spreadsheet	*Filtering data* ● *Simple Filter Option* ○ *Text & Number Filters* ○ *Single criterion & Multiple criteria* *In class activity for Filtering*
	Computer Fundamentals	Explain the role of System Software in computer operation	*System Software: Operating System, Utilities* *COURSEWORK #3 Computer Fundamentals Inclass*

			Quiz- This can be administered via Edulastic, Quizzes or any other online tool and should comprise of a combination of MCQ, Fill in the blanks, diagrams, and/or True/False(with the possibility of scores being returned once the quiz is completed by a student.
WEEK 8 **Nov 6-10**	**PRACTICAL** **SPREADSHEET (SS)**	Manipulate data in a spreadsheet	*Filtering data* ● *Advanced Filter Option* ○ *Text Filters (Wildcard Operator)* ○ *Number Filters (Comparison Operators)* ○ *Single criterion & Multiple criteria* *In class activity for Filtering*
	Computer Fundamentals	Explain the role of the Application Software in computer operation	*Application software: general-purpose and special purpose; integrated package, source: off the shelf, custom written and customized*
WEEK 9 **Nov 13-17**	**PRACTICAL** **SPREADSHEET (SS)**	Perform charting operations	*Select Appropriate Chart Types: Column, bar, line and pie charts.* *Labeling Charts: Title, axes labels and data labels*

	Review of first Six Week Test	Teachers will review the Six Week Test paper with students; They will ensure to focus their attention on the problem areas.	
WEEK 10 **Nov 20-23** **Nov 24-Prize Giving**	**PRACTICAL** **SPREADSHEET (SS)**	Summarizing data in a spreadsheet	*Pivot Table (create one and two dimensional pivot tables create frequency distribution from data and create pivot chart)*
	Computer Fundamentals	Distinguish among the major types of Computer Systems in terms of speed, storage and portability.	
WEEK 11 **Nov 27 - Dec 1**	**PRACTICAL** **SBA Session**	Students will be given the Spreadsheet Component of the SBA	***Due first week of the Easter Term***
	Computer Fundamentals	Evaluate the suitability of a given computer system for a specific purpose	*Basic knowledge of system specification needed for purposes such as: to run a video game, web browsing, graphic design, video editing, and desktop publishing.* *Criteria:* *(a) Processing speed (CPU type and speed);*

			(b) Memory (RAM); *(c) Secondary storage (capacity and speed);* *(d) Types of software; and,* *(e) Input/Output devices* *COURSEWORK # 4:* *Systems Specifications Graded activity.*
Second Six Week Test - December 4 to 8 **Review to be done in Term 2**			
WEEK 13 **Dec 11 -15** **Dec 15-Lapathon**	**PRACTICAL** **SBA Session**	SBA guidance will be given by the teacher	
END OF CHRISTMAS TERM - Dec 19			