St. Joseph Rayong School
Course Outline

Unit	Week No.	Content		Vocabulary	Projects		Exam Content	Government Objectives
1. More about MS Excel	1	**Excel**		excel, cell, column, row, field, formula, font, data, information, custom, function, equation, summary, present, compute, modify, format	**Learning Activities:**		N/A	O3.1.4: Present data in appropreate forms by choosing applied software.
			1 • Formatting numbers		• Explore the ways of formatting numbers			
			2 • Modifying data		• Modifying data in a number of ways			O3.1.3: Store usefull data in various forms.
	2		3 • Formatting data		• Formatting fonts, boarders and cells			
			4 • Creating custom lists		•Use Ms Excel advanced tools to create custom lists			
	3 & 4		5 • Formulas and functions		•Create formulas and special cases, fix error results and explore basic functions			
2. Introduction to Email	5	**Email**		website, electronic, limitation, compose, sign up, log out, attach, resource, compose, internet, network, compute, system, service provider.	**Learning Activities:**		N/A	
			1 • Uniform resource locator		• Tell the meaning, parts, uses and examples of web addresses			
	6		2 • Email		• Define and learn about the history of emails and how they work			
			3 • Advantages of email		• Discuss the advantages of emails over normal mail			
	7		4 • Limitations of email		• Discuss the various limitations and demerits of email			O3.1.2: Use computers to search for data
	8		5 • Creating and opening an email account		• Outline various service providers, creating and opening an email account.			

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	9	6 • Composing an email		•Discuss the various part of an email with their respective uses.		
		5 • Signing out from an email account		•Discuss privacy tips of using emails and how to signing out.		
Review	10	**REVIEW FOR MID TEST**		**Learning Activities:**		
		Practical Test				
Exam Week	11					
3. Introduction to Macromedia Flash		**Macromedia Flash**	tool, animation, effect, transition, create, import, symbol	**Learning Activities:**	N/A	O3.1.5: Use computers to facilitate creation of work pieces from imagination or work performed in daily life with awareness and responsibility.
	12	1. Starting flash		•To learn the various steps of starting flash, opening an existing project and saving changes		
	13	2. Flash tools panel		•To explore the tools of flash by their names and functions		
	14	3. Gradient effects		•To explore the various effects of flash and how to use them		
		4. Important terms		•To draw and color using tools in macromedia flash		
		5. Animation in flash		•To create an animation of a falling project.		
	15	6. Creating an animation		• To create a logo in flash and to add a symbol		
		7. Symbols		• To add more detail to to the animation of the falling object		

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4. Algorithms 2007	16	**Algorithms** 1. Algorithms	algorithm, flowchart, pseudocode, code, instruction, program, programing	**Learning Activities:** • To draw flowcharts for given sets of instructions. • To do additional algorithm activities as labwork	N/A	O3.1.1: Tell basic principles of problem-solving.
	17	2. Flowcharts 3. Pseudocode				
	18	4. Simple problems of flowchart and pseudocode				
Review	19	**REVIEW FOR FINAL EXAM** Practical Test		**Learning Activities:**		
Exam Week	20	Final Exam				