St. Joseph Rayong School
Course Outline

2nd Semester AEL 5 Curriculum - Computer (2018-19)

Unit Name and Number	Week No.	Content Headings	Key Sub-Topics / Context / Vocabulary	Projects / Graded Assignments	Question Style for Exam	Justification for Exam Content: Bloom's Taxonomy	Government Objectives
Introduction to MS Excel 2007	1	MS Excel Basics **Activities: Opening Excel and introduction to Excel Terminologies.**	Spreadsheet, cells, row, column, formula, alignment, cell styles, ribbon, tabs, print area, print preview			**Understand** Understanding of excel commands and tools shall be demonstrated in creating their weekly excel tasks.	Strand 3: Standard O3. 1. Search for and collect data of interest for useful purposes from various reliable sources of data as targeted. 2. Create documentation for use in daily life with responsi-bility.
	2	Formating Data **Activities: Inserting text, numbers and formulas**		Students will make a table about their weekly meals.			
	3	Database Management **Activities: Use autofill to speed up excel process**		Previous excel activity shall be interpreted in charts and graphs			
Exlploring MS Excel 2007	4	Graphs: The Bar Graph **Activities: Create a chart of how time is spent for a chosen day.**	Sheet, cell reference, column heading, conditional format constraints, criteria, current region, filter	Students will make a table about their class schedule.		**Analyse** Students should be aware of which commands and formulas are applicable to achieve correct interpretation of excel data.	
	5	Charts: The Pie Chart **Activities: Continue with previous activity**					
	6	Conditional formatting **Activities: Create a reviewer using conditional formatting**					
	7	Conditional formatting **Activities:Continue with previous activity**					
Review	8	**Activities:**		Excel interface kahoot			

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Midterm Exam	9						
		Activities:					
Christmas Holiday	10						
		Activities:					
The Internet	11	History	Browse, bytes, bookmark, chat, internet, address bar, search bar, extensions, search engine, domain, download, filters, firewall, ISP, link network, server, social media, spam, URL, website, virus	History Kahoot quiz		**Remember** Students should be able to remember important events and personalities in the development of the internet.	Strand 3: Standard O3. 1. Search for and collect data of interest for useful purposes from various reliable sources of data as targeted.
		Activities: Presentation on the development of the internet					
	12	Browsing the internet				**Apply** Students will activate features that would allow for safer internet browsing.	
		Activities: Explore activities that require the internet					
	13	Personalized internet experience				**Create** Each user will manage their browsers to for a more personalized internet experience.	
		Activities: creating bookmarks and managing downloadble contents					

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	14	Internet Connection				**Evaluate**	
		Activities: Basic internet connection trouble shooting				Determine probable causes of slow connection or lack thereof and provide solutions executable on the user's end.	
The computer hardware and software	15	Hardware vs Software	peripheral, Windows, Harddrive, Input device, output device,			**Evaluate**	
		Activities: Identify wether a component is a hardware or a software				Identification of computer components whether they are software or hardware via evaluation if they qualify under applicable criteria.	
	16	The System Unit	Mother board, cable, tower, compatible, ROM, RAM, CPU, ethernet, sound card, GPU, platform, program, install, control panel, memory, operating system,	Basic troubleshooting of the system unit. Assemble one unit to know which parts go together.		**Remember**	
		Activities: Assembling a system unit				Students should remember compatibility requirements and be able to identify which computer parts go together.	
	17	Computer software					
		Activities:					
Review	18			Review, finalizing project work			
	19	**Activities:**					
Final Exam	20						
		Activities:					