

**St. Francis Xavier's College**  
**2018/2019**  
**Computer Literacy**  
**Course Outline**

**Level: F.3**

**Term: 1**

	<b>Topics / Main Theme</b>	<b>No. of cycles</b>
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	Formative Performance	Examination
Weights	15%	10%	5%	70%

**Term: 2**

	<b>Topics / Main Theme</b>	<b>No. of cycles</b>
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	15%	10%	5%	70%