1. Types and components of computer systems

Weeks 1–2

计算机系统的类型与组成

They should be able to

No objective statements parsed for this topic — see the syllabus.

Stage	Use	Your notes
Starter 10 min · retrieval practice	*nothing in the Library for this stage yet*	
Teach the new content	*nothing in the Library for this stage yet*	
Practice guided then independent	*nothing in the Library for this stage yet*	
Check before they leave	*nothing in the Library for this stage yet*	
Homework set from the Library	*nothing in the Library for this stage yet*	

2. Input and output devices

Weeks 3–4

输入与输出设备

They should be able to

No objective statements parsed for this topic — see the syllabus.

Stage	Use	Your notes
Starter 10 min · retrieval practice	*nothing in the Library for this stage yet*	
Teach the new content	*nothing in the Library for this stage yet*	
Practice guided then independent	*nothing in the Library for this stage yet*	
Check before they leave	*nothing in the Library for this stage yet*	
Homework set from the Library	*nothing in the Library for this stage yet*	

3. Storage devices and media

Weeks 5–6

存储设备与介质

They should be able to

No objective statements parsed for this topic — see the syllabus.

Stage	Use	Your notes
Starter 10 min · retrieval practice	*nothing in the Library for this stage yet*	
Teach the new content	*nothing in the Library for this stage yet*	
Practice guided then independent	*nothing in the Library for this stage yet*	
Check before they leave	*nothing in the Library for this stage yet*	
Homework set from the Library	*nothing in the Library for this stage yet*	

4. Networks and the effects of using them

Weeks 7–8

网络及其使用的影响

They should be able to

No objective statements parsed for this topic — see the syllabus.

Stage	Use	Your notes
Starter 10 min · retrieval practice	*nothing in the Library for this stage yet*	
Teach the new content	*nothing in the Library for this stage yet*	
Practice guided then independent	*nothing in the Library for this stage yet*	
Check before they leave	*nothing in the Library for this stage yet*	
Homework set from the Library	*nothing in the Library for this stage yet*	

5. The effects of using IT

Weeks 9–10

使用 IT 的影响

They should be able to

No objective statements parsed for this topic — see the syllabus.

Stage	Use	Your notes
Starter 10 min · retrieval practice	*nothing in the Library for this stage yet*	
Teach the new content	*nothing in the Library for this stage yet*	
Practice guided then independent	*nothing in the Library for this stage yet*	
Check before they leave	*nothing in the Library for this stage yet*	
Homework set from the Library	*nothing in the Library for this stage yet*	

6. ICT applications

Weeks 11–13

ICT 应用

They should be able to

No objective statements parsed for this topic — see the syllabus.

Stage	Use	Your notes
Starter 10 min · retrieval practice	*nothing in the Library for this stage yet*	
Teach the new content	*nothing in the Library for this stage yet*	
Practice guided then independent	*nothing in the Library for this stage yet*	
Check before they leave	*nothing in the Library for this stage yet*	
Homework set from the Library	*nothing in the Library for this stage yet*	

7. The systems life cycle

Weeks 14–15

系统生命周期

They should be able to

No objective statements parsed for this topic — see the syllabus.

Stage	Use	Your notes
Starter 10 min · retrieval practice	*nothing in the Library for this stage yet*	
Teach the new content	*nothing in the Library for this stage yet*	
Practice guided then independent	*nothing in the Library for this stage yet*	
Check before they leave	*nothing in the Library for this stage yet*	
Homework set from the Library	*nothing in the Library for this stage yet*	

8. Safety and security

Weeks 16–17

安全与防护

They should be able to

No objective statements parsed for this topic — see the syllabus.

Stage	Use	Your notes
Starter 10 min · retrieval practice	*nothing in the Library for this stage yet*	
Teach the new content	*nothing in the Library for this stage yet*	
Practice guided then independent	*nothing in the Library for this stage yet*	
Check before they leave	*nothing in the Library for this stage yet*	
Homework set from the Library	*nothing in the Library for this stage yet*	

9. Audience

Weeks 18

受众

They should be able to

No objective statements parsed for this topic — see the syllabus.

Stage	Use	Your notes
Starter 10 min · retrieval practice	*nothing in the Library for this stage yet*	
Teach the new content	*nothing in the Library for this stage yet*	
Practice guided then independent	*nothing in the Library for this stage yet*	
Check before they leave	*nothing in the Library for this stage yet*	
Homework set from the Library	*nothing in the Library for this stage yet*	

10. Communication

Weeks 19

通信

They should be able to

No objective statements parsed for this topic — see the syllabus.

Stage	Use	Your notes
Starter 10 min · retrieval practice	*nothing in the Library for this stage yet*	
Teach the new content	*nothing in the Library for this stage yet*	
Practice guided then independent	*nothing in the Library for this stage yet*	
Check before they leave	*nothing in the Library for this stage yet*	
Homework set from the Library	*nothing in the Library for this stage yet*	

11. File management

Weeks 20

文件管理

They should be able to

1. Manage files
2. Candidates should know and understand:
3. File formats
4. Compress files
5. Candidates should know and understand:
6. File compression

Stage	Use	Your notes
Starter 10 min · retrieval practice	*nothing in the Library for this stage yet*	
Teach the new content	*nothing in the Library for this stage yet*	
Practice guided then independent	*nothing in the Library for this stage yet*	
Check before they leave	*nothing in the Library for this stage yet*	
Homework set from the Library	*nothing in the Library for this stage yet*	

12. Images

Weeks 21

图像

They should be able to

1. Place and edit an image
2. Candidates should know and understand:
3. File size reduction

Stage	Use	Your notes
Starter 10 min · retrieval practice	*nothing in the Library for this stage yet*	
Teach the new content	*nothing in the Library for this stage yet*	
Practice guided then independent	*nothing in the Library for this stage yet*	
Check before they leave	*nothing in the Library for this stage yet*	
Homework set from the Library	*nothing in the Library for this stage yet*	

13. Layout

Weeks 22

版面布局

They should be able to

1. Create a new document, or edit an existing document
2. Work with tables within documents
3. Use headers and footers appropriately within a range of software packages
4. Candidates should know and understand:
5. The purpose of headers and footers

Stage	Use	Your notes
Starter 10 min · retrieval practice	*nothing in the Library for this stage yet*	
Teach the new content	*nothing in the Library for this stage yet*	
Practice guided then independent	*nothing in the Library for this stage yet*	
Check before they leave	*nothing in the Library for this stage yet*	
Homework set from the Library	*nothing in the Library for this stage yet*	

14. Styles

Weeks 23

样式

They should be able to

1. Create, edit and apply styles
2. Candidates should know and understand:
3. Corporate house style

Stage	Use	Your notes
Starter 10 min · retrieval practice	*nothing in the Library for this stage yet*	
Teach the new content	*nothing in the Library for this stage yet*	
Practice guided then independent	*nothing in the Library for this stage yet*	
Check before they leave	*nothing in the Library for this stage yet*	
Homework set from the Library	*nothing in the Library for this stage yet*	

15. Proofing

Weeks 24

校对

They should be able to

1. Reduce errors
2. Candidates should know and understand:
3. Spell check software
4. Validation checks
5. Perform visual verification
6. Proofread
7. Candidates should know and understand:
8. Verification

Stage	Use	Your notes
Starter 10 min · retrieval practice	*nothing in the Library for this stage yet*	
Teach the new content	*nothing in the Library for this stage yet*	
Practice guided then independent	*nothing in the Library for this stage yet*	
Check before they leave	*nothing in the Library for this stage yet*	
Homework set from the Library	*nothing in the Library for this stage yet*	

16. Graphs and charts

Weeks 25

图形与图表

They should be able to

1. Create, label and edit a graph or chart

Stage	Use	Your notes
Starter 10 min · retrieval practice	*nothing in the Library for this stage yet*	
Teach the new content	*nothing in the Library for this stage yet*	
Practice guided then independent	*nothing in the Library for this stage yet*	
Check before they leave	*nothing in the Library for this stage yet*	
Homework set from the Library	*nothing in the Library for this stage yet*	

17. Document production

Weeks 26

文档制作

They should be able to

1. Organise page layout
2. Format text
3. Find and replace text
4. Navigation
5. Candidates should know and understand:
6. Pagination
7. Gutter margin

Stage	Use	Your notes
Starter 10 min · retrieval practice	*nothing in the Library for this stage yet*	
Teach the new content	*nothing in the Library for this stage yet*	
Practice guided then independent	*nothing in the Library for this stage yet*	
Check before they leave	*nothing in the Library for this stage yet*	
Homework set from the Library	*nothing in the Library for this stage yet*	

18. Databases

Weeks 27

数据库

They should be able to

1. Create an appropriate database structure
2. Create and use a data entry form
3. Candidates should know and understand:
4. Types of database
5. Primary and foreign keys
6. Form design
7. Perform calculations
8. Sort data
9. Search and select data
10. Display data

Stage	Use	Your notes
Starter 10 min · retrieval practice	*nothing in the Library for this stage yet*	
Teach the new content	*nothing in the Library for this stage yet*	
Practice guided then independent	*nothing in the Library for this stage yet*	
Check before they leave	*nothing in the Library for this stage yet*	
Homework set from the Library	*nothing in the Library for this stage yet*	

19. Presentations

Weeks 28

演示文稿

They should be able to

1. Create a presentation
2. Use a master slide
3. Edit a presentation
4. Output the presentation

Stage	Use	Your notes
Starter 10 min · retrieval practice	*nothing in the Library for this stage yet*	
Teach the new content	*nothing in the Library for this stage yet*	
Practice guided then independent	*nothing in the Library for this stage yet*	
Check before they leave	*nothing in the Library for this stage yet*	
Homework set from the Library	*nothing in the Library for this stage yet*	

20. Spreadsheets

Weeks 29

电子表格

They should be able to

1. Create and edit a spreadsheet model
2. Candidates should know and understand:
3. Formulae and functions
4. Order of operations
5. Cell referencing
6. Sort data
7. Search and select data
8. Adjust the display features
9. Format a spreadsheet
10. Set page layout

Stage	Use	Your notes
Starter 10 min · retrieval practice	*nothing in the Library for this stage yet*	
Teach the new content	*nothing in the Library for this stage yet*	
Practice guided then independent	*nothing in the Library for this stage yet*	
Check before they leave	*nothing in the Library for this stage yet*	
Homework set from the Library	*nothing in the Library for this stage yet*	

21. Website authoring

Weeks 30

网站制作

They should be able to

1. Use HTML in the content layer
2. Candidates should know and understand:
3. The use of HTML in the content layer
4. Use CSS in the presentation layer
5. Candidates should know and understand:
6. The use of CSS in the presentation layer

Stage	Use	Your notes
Starter 10 min · retrieval practice	*nothing in the Library for this stage yet*	
Teach the new content	*nothing in the Library for this stage yet*	
Practice guided then independent	*nothing in the Library for this stage yet*	
Check before they leave	*nothing in the Library for this stage yet*	
Homework set from the Library	*nothing in the Library for this stage yet*	