

**Shatin Tsung Tsin Secondary School**  
**Teaching Schedule for Technology**  
**(2016 - 2017 )**  
**Secondary One**

No. of periods per cycle : 3

No. of teaching cycles : 27 cycles

No. of assignments : 12

No. of assessments : 3 worksheets, 8 practical assignments (Word, Excel, PowerPoint) and 1 with presentation (PowerPoint), 3 practical tests

Textbook : Teaching materials will be prepared by subject teachers

<b>Date</b>	<b>Topic</b>	<b>Teaching Cycles</b>	<b>Assignment &amp; Assessment</b>	<b>Pre-lesson Exercise</b>	<b>H.O.T. Skills</b>
2/9/2016 to 9/9/2016	<b>Chapter 0 Introduction</b> <ul style="list-style-type: none"> <li>● Section 0.1 – Introduction to our Computer Laboratory</li> <li>● Section 0.2 – Computer Laboratories Regulations</li> <li>● Section 0.3 –eClass Platform</li> </ul>	T1		Pre-lesson Exercise (Textbook p.1)	
10/9/2016 to 20/9/2016	<b>Chapter 1 Introduction of Computer System</b> <ul style="list-style-type: none"> <li>● Section 1.1 – Introduction of Computer System (bridging program)</li> <li>● Section 1.2 – Operating a Computer (bridging program)</li> <li>● Section 1.3 – File Management</li> </ul>	T2	1 Worksheet (Assignment 1)  1 practical exercise of creating folders	Pre-lesson Exercise (Textbook p.7)	
21/9/2016 to 28/9/2016	<b>Chapter 2 Internet and Email</b> <ul style="list-style-type: none"> <li>● Section 2.1 – Internet</li> <li>● Section 2.2 – E-mail</li> </ul>	T3	1 Worksheets (Assignment 2)  1 practical exercise of sending email	Pre-lesson Exercise (Textbook p.21)	
29/9/2016 to 2/11/2016	<b>Chapter 3 Chinese Character Input Method</b> <ul style="list-style-type: none"> <li>● Section 3.1 – Four Groups of Partial Forms</li> <li>● Section 3.2 – Tsang-jei Coding Rules (1)</li> <li>● Section 3.3 – Tsang-jei Coding Rules (2)</li> <li>● Section 3.4 – Fundamental Coding Principles</li> <li>● Section 3.5 – Special Cases</li> </ul>	T4-T7	4 online assignment (Assignment 3-6)  2 practical tests	Pre-lesson Exercise (Textbook p.27-29)	Integrate information
3/11/2016 to 6/12/2016	<b>Chapter 4 Word Processing</b> <ul style="list-style-type: none"> <li>● Section 4.1 – File Opening</li> <li>● Section 4.2 – Alignment</li> <li>● Section 4.3 – Memo Design</li> <li>● Section 4.4 – Table Design</li> </ul>	T8-T10	1 Practical Ex (Assignment 7)  3 Practical Class Ex	Pre-lesson Exercise (Textbook p.39)	Skills integration
7/12/2016 to 20/12/2016	<b>First Examination</b>	T11-T12			
3/1/2017 to 12/2/2017	<b>Chapter 4 Word Processing</b> <ul style="list-style-type: none"> <li>● Section 4.5 – Poster Design</li> <li>● Section 4.6 – Sign Post Design</li> <li>● *Section 4.7 – Advanced Functions</li> </ul>	T12 – T15	1 Practical test		Skills integration

Date	Topic	Teaching Cycles	Assignment & Assessment	Pre-lesson Exercise	H.O.T. Skills
13/2/2017 to 16/3/2017	<b>Chapter 5</b> <b>Use of Spreadsheet</b> <ul style="list-style-type: none"> <li>● Section 5.1 – Introduction to Spreadsheet</li> <li>● Section 5.2 – Spreadsheet Formatting</li> <li>● Section 5.3 – Using Formula</li> <li>● Section 5.4 – Other Useful Functions</li> <li>● Section 5.5 – Creating Chart</li> <li>● *Section 5.6 – Other Useful Functions</li> </ul>	T16-19	Practical Assignments:  Assignment 8&9 (Textbook p.68) Assignment 10&11 (Textbook p.72) Assignment 10&11 (Textbook p.75)	Pre-lesson Exercise 1 (Textbook p.62)  Pre-lesson Exercise 2 (Textbook p.65)  Pre-lesson Exercise 3 (Textbook p.68)  Pre-lesson Exercise 4 (Textbook p.70)  Pre-lesson Exercise 5 (Textbook p.73)	Problem analysis and solving
17/3/2017 to 16/5/2017	<b>Chapter 6</b> <b>Multimedia Presentation Tool - PowerPoint</b> <ul style="list-style-type: none"> <li>● Section 6.1 – MS PowerPoint</li> </ul>	T20-24	1 Practical exercise  1 practical assignment (Assignment 12) (assessed by oral presentation)	Pre-lesson Exercise (Textbook p.79)	Creative thinking
17/5/2017 to 9/6/2017	<b>Chapter 7</b> <b>Homepage Design Using Dreamweaver</b> <ul style="list-style-type: none"> <li>● Section 7.1 – Interface of the Dreamweaver</li> <li>● Section 7.2 – Set the background of the webpage</li> <li>● Section 7.3 – Insert text and set its properties</li> <li>● Section 7.4 – Insert table</li> </ul> <b>Subject Evaluation</b>	T25-27	Homepage design worksheet (Assignment 13)	Pre-lesson Exercise 1 (Textbook p.88)  Pre-lesson Exercise 2 (Textbook p.98)	Creative thinking  Presentation: 1. Collect information 2. Organize information

\* for elite class only