

Shatin Tsung Tsin Secondary School
Teaching Schedule for Technology
(2017 - 2018)
Secondary One

No. of periods per cycle : 3

No. of teaching cycles : 27 cycles

No. of assignments : 15

No. of assessments : 2 worksheets, 4 online assignments, 8 practical assignments, 2 practical tests

Textbook : Teaching materials will be prepared by subject teachers

Date	Topic	Teaching Cycles	Assignment & Assessment	Pre-lesson Exercise	H.O.T. Skills
4/9/2017 to 11/9/2017	Chapter 0 Introduction ● Section 0.1 – Introduction to our Computer Laboratory ● Section 0.2 – Computer Laboratories Regulations ● Section 0.3 –eClass Platform	T1		Pre-lesson Exercise (Textbook)	
12/9/2017 to 19/9/2017	Chapter 1 Introduction of Computer System ● Section 1.1 – Introduction of Computer System (bridging program) ● Section 1.2 – Operating a Computer (bridging program) ● Section 1.3 – File Management	T2	1 Worksheet (Assignment 1) 1 practical exercise of creating folders	Pre-lesson Exercise (Textbook)	
20/9/2017 to 27/9/2017	Chapter 2 Internet and Email ● Section 2.1 – Internet ● Section 2.2 – E-mail	T3	1 Worksheet (Assignment 2) 1 practical exercise of sending email	Pre-lesson Exercise (Textbook)	
28/9/2017 to 8/12/2017	Chapter 3 Chinese Character Input Method ● Section 3.1 – Four Groups of Partial Forms ● Section 3.2 – Tsang-jei Coding Rules (1) ● Section 3.3 – Tsang-jei Coding Rules (2) ● Section 3.4 – Fundamental Coding Principles ● Section 3.5 – Special Cases	T4-T10 (single lesson)	4 online assignment (Assignment 3-6) 1 practical tests	Pre-lesson Exercise (Textbook)	Integrate information
28/9/2017 to 8/12/2017	Chapter 4 Word Processing ● Section 4.1 – File Opening ● Section 4.2 – Alignment ● Section 4.3 – Memo Design ● Section 4.4 – Table Design ● Section 4.5 – Poster Design	T4-T10 (double lesson)	3 Practical Class Ex 1 Practical test	Pre-lesson Exercise (Textbook)	Skills integration
11/12/2017 to 21/12/2017	First Examination	T11-T12			

Date	Topic	Teaching Cycles	Assignment & Assessment	Pre-lesson Exercise	H.O.T. Skills
3/1/2018 to 30/1/2018	Chapter 5 Use of Spreadsheet <ul style="list-style-type: none"> ● Section 5.1 – Introduction to Spreadsheet ● Section 5.2 – Spreadsheet Formatting ● Section 5.3 – Using Formula ● Section 5.4 – Other Useful Functions ● Section 5.5 – Creating Chart *Section 5.6 – Other Useful Functions	T13-15	Practical Assignments: Assignment 8&9 (Textbook) Assignment 10&11 (Textbook)	Pre-lesson Exercise 1 (Textbook) Pre-lesson Exercise 2 (Textbook) Pre-lesson Exercise 3 (Textbook) Pre-lesson Exercise 4 (Textbook) Pre-lesson Exercise 5 (Textbook)	Problem analysis and solving
31/1/2018 to 28/2/2018	Chapter 6 Multimedia Presentation Tool - PowerPoint	T16-17	1 practical assignment (Assignment 12)	Pre-lesson Exercise	
1/3/2018 to 16/3/2018	Chapter 7 Homepage Design Using Dreamweaver <ul style="list-style-type: none"> ● Section 7.1 – Interface of the Dreamweaver ● Section 7.2 – Set the background of the webpage ● Section 7.3 – Insert text and set its properties ● Section 7.4 – Insert table 	T18-19	1 Practical assignment	Pre-lesson Exercise 1 (Textbook) Pre-lesson Exercise 2 (Textbook)	Problem analysis and solving
19/3/2018 to 25/4/2018	Chapter 8 3D Printing Uniform Test	T20-22	1 Class Exercise 1 Practical assignment with product	Pre-lesson Exercise 1 (Textbook) Pre-lesson Exercise 2 (Textbook)	Creative thinking
26/4/2018 to 4/5/2018	Chapter 9 Flash: Getting Started	T23	Class Exercise	Pre-lesson Exercise (Textbook)	
7/5/2018 to 24/5/2018	Chapter 10 Flash : Simple Animation & Layers	T24	Class Exercise	Pre-lesson Exercise (Textbook)	
15/5/2018 to 24/5/2018	Chapter 11 Flash : Movement and buttons	T25	Class Exercise	Pre-lesson Exercise (Textbook)	
25/5/2018 to 8/6/2018	Chapter 12 Flash : Motion Guided Path Subject Evaluation	T26-27	Assignment (Animation Design)	Pre-lesson Exercise (Textbook)	Creative thinking

* for elite class only