

**AiTLE + HKACE : Drafting of Through-trained Teaching Schedule for
Computer Subject of Primary & Junior Secondary**

| <i>7 topics</i> | Topics | P1 |
|------------------|---|--|
| Attitude | Work & Health issue | ❖ Ergonomics (posture, distance) |
| Skills | Switch on and off computer | <ul style="list-style-type: none"> ❖ Power on a computer ❖ Power button ❖ Log in ❖ Log out <ul style="list-style-type: none"> ❖ Importance of logging out after use ❖ Shut down a computer <ul style="list-style-type: none"> ❖ Proper way of shutting down a computer ❖ Restarting a computer |
| | Skills on manipulate input devices | ❖ Elementary Keyboard skill |
| | Basic OS operation | <ul style="list-style-type: none"> ❖ Login to computer ❖ Using Windows Start > All program ❖ Use of Mouse <ul style="list-style-type: none"> ❖ Left-click ❖ Right-click ❖ Double-click ❖ Use of Windows <ul style="list-style-type: none"> ❖ Buttons <ul style="list-style-type: none"> ☆ Close Window button ☆ Maximize / Restore button ☆ Minimize button ❖ Resizing Windows ❖ Organizing Windows |
| | School based intranet and IT facilities adaption | <ul style="list-style-type: none"> ❖ Login to School Intranet <ul style="list-style-type: none"> ❖ URL of school Intranet & Username ❖ Default Password & Password change <ul style="list-style-type: none"> ☆ Good Password Practice ❖ Functionality of Intranet <ul style="list-style-type: none"> ❖ Resources that can download from school Intranet ❖ Email ❖ Notice ❖ Survey ❖ Calendar ❖ eClassroom |
| Knowledge | Computer system | ❖ Basic Computer Hardware |
| | Social Implication | ❖ Basic Ergonomics |

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| 6 topics | Topics | P2 |
|------------------|--|--|
| Skills | Basic OS operation | <ul style="list-style-type: none"> ❖ Common function <ul style="list-style-type: none"> ❖ Copy & Paste ❖ Paste Special ❖ Undo and re-do ❖ Find & replace ❖ Printing |
| | File & folder handling, compression | <ul style="list-style-type: none"> ❖ Recycle Bin |
| | Image editing | <ul style="list-style-type: none"> ❖ Function of Image Editing Software <ul style="list-style-type: none"> ❖ When use Image Editing software ❖ Know different type of Image Editing software ❖ Know different type of Image file type ❖ Attributes on images <ul style="list-style-type: none"> ❖ resolution ❖ color depth (number of colors) ❖ Image editing skills (basic) |
| | Information search, analysis | <ul style="list-style-type: none"> ❖ Use of search engine <ul style="list-style-type: none"> ❖ keywords |
| | Webmail | <ul style="list-style-type: none"> ❖ School Email ❖ Compose (TO, Sbj) ❖ Reply ❖ Attachment |
| Knowledge | Social Implication | <ul style="list-style-type: none"> ❖ Cyberbullying |

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| 7 topics | Topics | P3 |
|------------------|--|--|
| Skills | Skills on manipulate input devices | <ul style="list-style-type: none"> ❖ Intermediate Keyboard Skill |
| | Basic OS operation | <ul style="list-style-type: none"> ❖ File handling |
| | File & folder handling, compression | <ul style="list-style-type: none"> ❖ File & folder handling ❖ Folder Management |
| | Word processing | <ul style="list-style-type: none"> ❖ Function of Word <ul style="list-style-type: none"> ❖ When use word ❖ Word Interface <ul style="list-style-type: none"> ❖ Input text to word ❖ Know toolbar of word ❖ Formatting <ul style="list-style-type: none"> ❖ Font type, size, face, color ❖ Paragraph alignment ❖ Bullet and numbering ❖ Border and pattern ❖ Word Art ❖ Table <ul style="list-style-type: none"> ❖ Row height and column width ❖ merge and split cell(s) ❖ border and pattern of table ❖ Inserting object to Word <ul style="list-style-type: none"> ❖ insert graphic ❖ insert clipart ❖ insert smartart ❖ Spell check and grammar check |
| | Animation production | <ul style="list-style-type: none"> ❖ Different types of animation <ul style="list-style-type: none"> ❖ Frame by frame (Practical) ❖ Tweening (Practical) <ul style="list-style-type: none"> ☆ [Shape / Motion / Classical] – Flash Only? ❖ Theory <ul style="list-style-type: none"> ❖ Characteristics ❖ Background of Animations |
| | Cloud services | <ul style="list-style-type: none"> ❖ Use different Cloud Services <ul style="list-style-type: none"> ❖ Office 365 ❖ One drive ❖ Google Translate ❖ Google Map |
| Knowledge | Information processing and presentation | <ul style="list-style-type: none"> ❖ Know File Size, File Format |

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| 7 topics | Topics | P4 |
|------------------|--------------------------------|--|
| Attitude | Privacy | <ul style="list-style-type: none"> ❖ Introduction to Privacy ❖ Example of Privacy ❖ Ways to protect Privacy |
| Skills | Chinese Character input | <ul style="list-style-type: none"> ❖ Chinese Character input |
| | Presentation software | <ul style="list-style-type: none"> ❖ Formatting (Text, Images) ❖ Animation <ul style="list-style-type: none"> ❖ Sequence, actions (start, auto start) and effects ❖ Bullet point animations ❖ Hyperlinks ❖ Transition ❖ Theme Selection ❖ Insert / Edit <ul style="list-style-type: none"> ❖ Pictures, Video , Audio ❖ Arrow, Shapes, Lines (Layers), Charts ❖ Office Suites objects (e.g. words, excel...) ❖ Colors ❖ Printing (Handouts , individual slide) |
| | Animation | <ul style="list-style-type: none"> ❖ Timeline <ul style="list-style-type: none"> ❖ Layers ❖ Frame, Keyframe, Blank Keyframe ❖ Fps / frame size ❖ Insert / Edit <ul style="list-style-type: none"> ❖ Images, audios and graphics. ❖ Shapes Layers ❖ Break Apart / Combination |
| | Programming | <ul style="list-style-type: none"> ❖ Basic Coding Concept <ul style="list-style-type: none"> ❖ Input ❖ Output ❖ If ... then ... else ❖ Condition ❖ Loop ❖ through visual tools |
| Knowledge | Computer system | <ul style="list-style-type: none"> ❖ Basic Computer Softwares (OS) |
| | Programming | <ul style="list-style-type: none"> ❖ Basic Coding Concept <ul style="list-style-type: none"> ❖ Input ❖ Output ❖ If ... then ... else ❖ Condition ❖ Loop ❖ through visual tools |

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| 9 topics | Topics | P5 |
|------------------|---|---|
| Attitude | Social networking website | <ul style="list-style-type: none"> ❖ Characteristics of Social Networking ❖ Types of Social Networking <ul style="list-style-type: none"> ❖ Communication ❖ Blog ❖ Video ❖ Pros and Cons of Social Networking |
| | Copyright, CC, plagiarism | <ul style="list-style-type: none"> ❖ Introduction to Intellectual Property ❖ Importance of Copyright |
| | Internet addict | <ul style="list-style-type: none"> ❖ Addict to online entertainments |
| Skills | File & folder handling, compression | <ul style="list-style-type: none"> ❖ Searching for files |
| | School based intranet and IT facilities adaption | <ul style="list-style-type: none"> ❖ School-based IT facilities <ul style="list-style-type: none"> ❖ WiFi Connection ❖ Other e-platform login and basic usage <ul style="list-style-type: none"> ★ HKEDCITY login |
| | Spreadsheet | <ul style="list-style-type: none"> ❖ Introduction to Spreadsheets ❖ Row, column ❖ Basic Operations ❖ Formatting ❖ Insert, delete ❖ Functions <ul style="list-style-type: none"> ❖ Sum, average ❖ Creating Charts ❖ AutoFill |
| | Image editing | <ul style="list-style-type: none"> ❖ Image editing skills <ul style="list-style-type: none"> ❖ Change Image size ❖ selection skill ❖ Crop Image ❖ Special Effect to Image ❖ Merge Image ❖ Add text to image |
| | Wireless connection (WiFi) | <ul style="list-style-type: none"> ❖ What is WiFi, AP <ul style="list-style-type: none"> ❖ How to connect to WiFi <ul style="list-style-type: none"> ★ select SSID, enter key / pw ❖ Open WiFi / Secure WiFi |
| Knowledge | Social Implication | <ul style="list-style-type: none"> ❖ Basic Copyright |

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| 10 topics | Topics | P6 |
|--------------------|------------------------------|---|
| Attitude | Cyberbullying | <ul style="list-style-type: none"> ❖ Basic Idea of Cyberbullying ❖ Example of Cyberbullying <ul style="list-style-type: none"> ❖ In Social Media ❖ In Gaming ❖ In forum/video sharing site by commenting ❖ Consequence of Cyberbullying ❖ Prevention from Cyberbullying |
| | Netiquette | <ul style="list-style-type: none"> ❖ Languages <ul style="list-style-type: none"> ❖ Use gentle language for commentaries ❖ avoid using foul languages |
| Skills | Video editing | <ul style="list-style-type: none"> ❖ Timeline <ul style="list-style-type: none"> ❖ Track (Layers) <ul style="list-style-type: none"> ☆ Transitions (Fade-in/out) ❖ Editing <ul style="list-style-type: none"> ❖ Trim, Cut/Paste ❖ Effects (Color, Audio) ❖ Title / Sub-title / Captions / Credits ❖ add background music |
| | Web authoring | <ul style="list-style-type: none"> ❖ HTML making Webpage |
| | Programming | <ul style="list-style-type: none"> ❖ Kids Coding (through Games making) |
| | Information search, analysis | <ul style="list-style-type: none"> ❖ Analysing the validity of data <ul style="list-style-type: none"> ❖ Authority of the publisher <ul style="list-style-type: none"> ☆ Government ☆ NGO ☆ Newspaper ❖ Is Wikipedia a reliable source of information? ❖ Publishing date ❖ Do not rely on a single source of information |
| | Webmail | <ul style="list-style-type: none"> ❖ Register a webmail account |
| | Cloud services | <ul style="list-style-type: none"> ❖ Create Online Survey |
| | Knowledge | Networking & Internet Application |
| Social Implication | | <ul style="list-style-type: none"> ❖ Cybercrime ❖ Privacy |

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| 14 topics | Topics | S1 |
|---|----------------------------------|---|
| Attitude | Social networking website | <ul style="list-style-type: none"> ❖ Pros and Cons of Social Networking |
| | Cyberbullying | <ul style="list-style-type: none"> ❖ Example of Cyberbullying <ul style="list-style-type: none"> ❖ In Social Media ❖ In Gaming ❖ In forum/video sharing site by commenting ❖ Consequence of Cyberbullying ❖ Prevention from Cyberbullying |
| | Internet addict | <ul style="list-style-type: none"> ❖ Internet gambling ❖ Cybersex and pornography <ul style="list-style-type: none"> ❖ online chat ❖ Cyber-relationships <ul style="list-style-type: none"> ❖ Virtual community ❖ Forum/ discussion group |
| | Netiquette | <ul style="list-style-type: none"> ❖ Basic idea of Netiquette ❖ Guidelines of Netiquette <ul style="list-style-type: none"> ❖ for email ❖ for discussion forum ❖ for social network ❖ for Wiki like web pages ❖ Digital Citizenship ❖ Culture of Sharing <ul style="list-style-type: none"> ❖ Where to share ❖ How to share |
| | Skill | Basic OS operation |
| File & folder handling, compression | | <ul style="list-style-type: none"> ❖ Folder Management ❖ File Attribute ❖ Compress and Decompress the files ❖ File Extension |
| School based intranet and IT facilities adaption | | <ul style="list-style-type: none"> ❖ Login to School Intranet <ul style="list-style-type: none"> ❖ URL of school Intranet & Username ❖ Default Password & Password change <ul style="list-style-type: none"> ★ Good Password Practice ❖ Functionality of Intranet ❖ Resources that can download from school Intranet <ul style="list-style-type: none"> ❖ Email ❖ Notice ❖ Survey ❖ Calendar ❖ eClassroom |
| Chinese Character input | | <ul style="list-style-type: none"> ❖ Chinese Character input |
| Word processing | | <ul style="list-style-type: none"> ❖ Inserting object to Word <ul style="list-style-type: none"> ❖ insert textbox / frames ❖ Setting text wrap for objects ❖ Page setup <ul style="list-style-type: none"> ❖ orientation ❖ page number ❖ header & footer ❖ Trad Chi and Simp Chi conversion ❖ Advance function <ul style="list-style-type: none"> ❖ hyperlinks ❖ word count ❖ Mail merge ❖ Bookmark ❖ Column |
| Presentation software | | <ul style="list-style-type: none"> ❖ Revision of PPT ❖ Presentation skills in writing a PowerPoint slide. <ul style="list-style-type: none"> ❖ For example, less text, more images, keywords, etc... ❖ Add notes for speakers and printing |

| | | |
|------------------|--|---|
| | Information search, analysis | <ul style="list-style-type: none"> ❖ Use of search engine <ul style="list-style-type: none"> ❖ keywords ❖ operators ❖ wildcard operator ❖ quotation marks ❖ Skills on narrowing down unnecessary answers <ul style="list-style-type: none"> ❖ combination of keywords ❖ limiting criteria <ul style="list-style-type: none"> ★ country ★ time ❖ file type |
| | Webmail | <ul style="list-style-type: none"> ❖ Email (cc, bcc, fwd) |
| | Security issue | <ul style="list-style-type: none"> ❖ change password regularly ❖ combination of password |
| Knowledge | Information processing and presentation | <ul style="list-style-type: none"> ❖ Effective Presentation <ul style="list-style-type: none"> ❖ Planning ❖ Selecting Information ❖ Organizing Information ❖ Criteria for effective Presentation |

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|------------------|--|---|
| Attitude | Green IT | <ul style="list-style-type: none"> ❖ Introduction to Green IT ❖ Importance of Green IT <ul style="list-style-type: none"> ❖ Electronic Waste ❖ Energy Efficiency ❖ Replacing hardcopy with softcopy ❖ Ways of Green IT <ul style="list-style-type: none"> ❖ Role of Government ❖ Role of Industry ❖ Role of citizen ❖ Event, e.g., Green IT Day |
| Skill | Spreadsheet | <ul style="list-style-type: none"> ❖ Data types ❖ print <ul style="list-style-type: none"> ❖ Print area ❖ Page layout view ❖ Formula and Cell Reference <ul style="list-style-type: none"> ❖ Relative address, absolute address ❖ Functions <ul style="list-style-type: none"> ❖ Sum, average, max, min, count, countA, countif, rank, if, left, right, vlookup, len ❖ Chart <ul style="list-style-type: none"> ❖ Insert chart, format chart, insert chart to power point ❖ Data Manipulation Techniques <ul style="list-style-type: none"> ❖ Search, replace, filter, sorting, conditional formatting |
| | Video editing | <ul style="list-style-type: none"> ❖ Timeline <ul style="list-style-type: none"> ❖ Track (Layers) ❖ Transitions (Fade-in/out) ❖ Editing <ul style="list-style-type: none"> ❖ Trim, Cut/Paste ❖ Effects (Color, Audio) ❖ Title / Sub-title / Captions / Credits ❖ add background music |
| | Audio editing | <ul style="list-style-type: none"> ❖ Audio Editing ❖ Recording ❖ editing |
| | Animation production | <ul style="list-style-type: none"> ❖ Concept, Practice Revision by Project, storyboard |
| | Wireless security implementation | <ul style="list-style-type: none"> ❖ Security Threats of using WiFi <ul style="list-style-type: none"> ❖ Data loss ❖ Hacking ❖ Encryption |
| Knowledge | Information processing and presentation | <ul style="list-style-type: none"> ❖ Data vs information ❖ IPO ❖ GIGO |
| | Computer system | <ul style="list-style-type: none"> ❖ More about computer hardwares |
| | Social Implication | <ul style="list-style-type: none"> ❖ Threats & Security on the Internet ❖ Cyber crime <ul style="list-style-type: none"> ❖ 裸聊 ❖ Social Engineering ❖ Cyberbullying ❖ Work & health issue <ul style="list-style-type: none"> ❖ Job changes ❖ Personnel involved (job changes) ❖ Ergonomics ❖ Copyright ❖ Privacy |

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| 7 topics | Topics | S3 |
|-----------|-----------------------------------|--|
| Attitude | Copyright, CC, plagiarism | <ul style="list-style-type: none"> ❖ Copyright Law in Hong Kong ❖ Understand the basic ideas of Creative Commons (CC) ❖ Attention to be paid when using CC licensed work ❖ Registering material as CC ❖ Introduction to Plagiarism ❖ Consequence of Plagiarism ❖ Develop the habit of acknowledging the source of information |
| | Privacy | <ul style="list-style-type: none"> ❖ Understanding of Personal Data Protection <ul style="list-style-type: none"> ❖ Physical loss of data / storage <ul style="list-style-type: none"> ★ Encryption of portable storage device ❖ Improper disposal of obsolete storage devices <ul style="list-style-type: none"> ★ Wipe software ★ Physically damage the device before disposal ❖ Insecure transmission of data over the network ❖ Avoid putting sensitive personal data on web server ❖ Providing excessive data to companies ❖ Overexposed information on the Internet / social networking platforms |
| | Work & Health issue | <ul style="list-style-type: none"> ❖ Change of nature of work with ICT ❖ Potential hazard of use of ICT tools <ul style="list-style-type: none"> ❖ Sickness <ul style="list-style-type: none"> ★ Reasons ❖ Solution to the hazards <ul style="list-style-type: none"> ❖ Rest ❖ Equipments <ul style="list-style-type: none"> ★ Ergonomic design ❖ Law and Regulation <ul style="list-style-type: none"> ★ Do's and Don'ts for companies |
| Skill | Web authoring | <ul style="list-style-type: none"> ❖ Objective of website <ul style="list-style-type: none"> ❖ Content ❖ Design factor ❖ Characteristics of a successful website ❖ Web Authoring tools <ul style="list-style-type: none"> ❖ Text Editor ❖ Web authoring tools ❖ Online Web authoring ❖ Use of Web Authoring tools <ul style="list-style-type: none"> ❖ Editing <ul style="list-style-type: none"> ★ Page properties ★ Format ★ Insert object (image, table, hyperlinks, audio, video) ★ Form ❖ Testing ❖ Publishing |
| | Programming | <ul style="list-style-type: none"> ❖ Coding : <ul style="list-style-type: none"> ❖ Input ❖ Output ❖ If ... then ... else ❖ Condition ❖ Loop ❖ variable ❖ also through structural programming tools |
| Knowledge | Networking & Internet Application | <ul style="list-style-type: none"> ❖ Name and function of network components |
| | Programming | <ul style="list-style-type: none"> ❖ Coding : <ul style="list-style-type: none"> ❖ Input ❖ Output ❖ If ... then ... else ❖ Condition ❖ Loop ❖ variable ❖ also through structural programming tools |