St. Joseph Rayong School
Course Outline

Unit Name and Number	Week No.	Content Headings	Key Sub-Topics / Context / Vocabulary	Projects / Graded Assignments	Question Style for Exam	Justification for Exam Content: Bloom's Taxonomy	Government Objectives
1. Introduction to MS Excel	1	Introduction **Activities: Discussion on what MS Excel is all about**	Spreadsheet, tab, cell, row, column.	Students will produce a database of their section.		**Remember** Students are required to remember what documents may require the features of MS Excel.	Strand 3: Standard O3.1 4. Use computers' functioning systems for work.
	2	Basic Navigation **Activities: Explore the basic features of MS Excel**	Add, Subtract, multiply, divide.				
	3	Basic Formulas **Activities: Applying formulas to calculate values in cells**	Value, enter, sum, product, quotient, formula			**Analyse** Analyse which formulas are applicable to make in-app computations.	
	4	Visualisations **Activities: Interpreting data in charts and graphs using MS Excel**	Graph, table, Pie-chart, lines			**Create** Excel data in the spreadsheet hall be expressed in other forms the application is capable of.	

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2. Introduction to MS PowerPoint	5	Introduction to PPT	Slide, presentation, panel, design	Students will create a powerpoint presentation about a certain topic of interest (e.g. my favorite food).		**Create**	Strand 3: Standard O3.1 5. Create images or work pieces from imagination responsibly by using graphics programmes.
		Activities: Explore PPT tools				Students are given the freedom to choose a topic and present in using Powerpoint.	
	6	Basic Navigation	Section, title, layout, transition, themes				
		Activities: Make PPT presentation about topic of interest					
	7	Inserting Images and Sound	animate, transition, Insert, Media, Clipart, jpeg, mpeg, mp3, mp4.				
		Activities: Continue PPT presentation about topic of interest					
Review	8			Kahoot quiz on Excel and PowerPoint			
		Activities:					
Midterm	9						
		Activities:					
Christmas Holiday	10						
		Activities:					

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3. Adobe Photoshop Basic	11	Introduction to PS				**Create**	Strand 3: Standard O3.1 5. Create images or work pieces from imagination responsibly by using graphics programmes.
		Activities: Explore the possibilities of using Photoshop for various needs.	file format, .png, .jpeg. Resolution, pixel, file size, dpi	Students are to choose an imgae of them which they will enhance using PS.		Students will tap their creative side in manipulating images to produce a desired result utilizing the many tools of adobe PS.	
	12	PS Tools 1	move tool, selection tool, lasso tool, crop				
		Activities: Familiarize with the basic tools of PS					
	13	PS Tools 2	Brush, clone stamp, eraser, paint bucket, stamp	Students will manipulate an image downloaded from the internet to show their future career.			
		Activities: Familiarize with the basic tools of PS					
	14	Image tab	adjustment, tone, contrast, color, rotation, trim, saturation, brightness				
		Activities: explore what commands can be accessed in the image tab.					

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4. Exploring the Internet	15	Internet Resources **Activities: Students will be introduced to resources on the internet that will aid them during research.**	website, maps, educational sites, online learning,			**Remember** Students are to remember some useful websites that will be introduced to help them in their researches.	Strand 3: Standard O3.1 3. Tell the benefits and harms of using computers for work. 4. Use computers' functioning systems for work.
	16	Efficient internet searching **Activities: Exploring different search engines.**	specific, narrowing search, fields, customized searching, search bar			**Apply** Application of techniques that would result to more effective searching of content from the internet.	
	17	Internet security **Explore harmful internet activities**	download, firewall, spam, virus, security			**Remember** Students are required to remember what online activities may harm their computer.	
Review	18-19	**Activities:**		Review, finalize project work			
Final Exam	20	**Activities:**					