



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. More about MS Excel 2007	1	Formatting numbers, Modifying data	Editing, Autosum, Functions, Spreadsheet, cells, row, column, formula, alignment, cell styles, ribbon, tabs, print area, print preview	Create a spreadsheet consisting of data for each student in class and formulate columns that would sort the data according to a given criteria.		Analyse	Standard O3.1: 3. Store useful data in various forms. 4. Present data in appropriate forms by choosing applied software.
		Activities: Exploring methods of formatting data inside a cell.					
	2	Formatting Data, Creating custom lists	Sort, Filter, Cosolidate			Students must learn how to format data and to work with functions and formulae in MS Excel 2007	
		Activities: Create a weekly diet table using excel.					
	3	Formulas and Functions	Conditional Formatting, Functions				
		Activities: Make 5 questions using the "IF" function.					



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2. Introduction to Adobe Photoshop	4	About Photoshop, Navigating Photoshop Activities: adjusting an image in photoshop.	Photoshop file formats, Graphic Design, Pixel, Resolution	Produce an image applying techniques in editing a photo in Photoshop.		Remember	Strand 3: Standard O3.1 4. Present data in appropriate forms by choosing applied software.
	5	Menus and panels, Opening new files, Opening existing files Activities: exploring the Toolbar.					
3. Getting Started with Photoshop	6	Exploring the toolbox Activities: Combining images in photoshop.	Crop, Laso, Magic Wand Tool, Aliasing, Anti-aliasing, Background, Blur, Bounding Box, Canvas, Clone, Color Cast.	Edit an image using Photoshop to produce desired effects.		Create	
	7	Exploring Panels and Menus Activities: Continue with previous activity.				Students should be able to apply tools exclusive to Adobe Photoshop in manipulating images.	
Review	8	Activities:		Refresh on MS Excel functions			



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Midterm Exam	9	Activities:			N/A		
Christmas Holiday	10	Activities:					
4. More Photoshop Features	11	Layers Activities: Introduce the concept of layers in photoshop	Layers, visibility, opacity, raster image, merge, flatten	Produce creative illustrations by combining photos the students themselves shot and images taken from the internet.		Create	Strand 3: Standard O3.1 4. Present data in appropriate forms by choosing applied software.
	12	The Image Tab Activities: Explore the features in the Image tab	Tone, contrast, color, exposure, saturation, grayscale, shadow,			Utilize the powerfull tools of Adobe PS to enhance or manipulate images.	
5. Microsoft Publisher	13	Blank Pages in MS Publisher Activities: Design a brochure using publisher	Templates, brochures, business card, calendars, Greeting cards, Page Design, publish,	Create a brochure featuring the AEL Program of Saint Joseph Rayong School.		Create	Strand 3: Standard O3.1 5. Use computers to facilitate creation of work pieces from imagination or work performed in daily life with awareness and responsibility.
	14	Templates Activities: Design a greeting card using publisher				Utilize design templates to produce a creative brochure to feature the school's AEL program.	



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6. Introduction to Email	15	URL, Email Servers	Email, Server, Carbon Copy, Blind Carbon Copy, Attachments, sign-in, sign-out, filters, inbox, draft, archive, folders, labels, compose, subject, drive, link	Create own email account using a uniform client to perform email related tasks.		Apply	Strand 3: Standard O3.1 3. Store useful data in various forms.	
		Activities: Create own email.						
	16	Advantages and limitations of emails						Students must be able to apply filters in managing their accounts and send emails with attachments.
		Activities: Managing emails						
17	Creating and Managing an email account							
	Activities: Creating filters for email							
Review	18			Review terminologies in Photoshop, Publisher and Email				
		Activities:						
Final Exam	19			Finalize project work	N/A			
		Activities:						
	20							
		Activities:						