

Semester 1			
Term	Week	Topic	Remarks
1	W1	CPF 1 – Computer Systems	
	W2	CPF 2 – Input-Process-Output CPF 3 – Software	
	W3	CPF 4 – Proper Handling and Care for Computers CPF 5 – Copyright and Dangers of the Internet	
	W4	MEL 1 – Introduction to Graphics MEL 2 – Basic Tools and Skills	
	W5	MEL 3 – Transforming Graphics MEL 4 – Creating Simple Objects by Combining Shapes	
	W6	MEL 5 – Creating Complex Objects by Combining Shapes MEL 6 – Adding Colours to Objects	
	W7	Revision / Additional Practices Weighted Assessment 1	10% Written
	W8	MEL 7 – Freehand Tool MEL 8 – Bezier and Edit Path Tool	
	W9	MEL9 – Put Text on Path Go through answers for Weighted Assessment 1	
	W10	Revision / Additional Practices	
2	W1	MEL10 – Union & Difference 1 MEL11 – Union & Difference 2	
	W2	MEL12 – Interpolate Tool DOP1 – Editing and Formatting	
	W3	DOP2 – Formatting Paragraph and Page Layout DOP3 – Inserting Shapes in a Document	
	W4	DOP4 – Importing Graphics in a Document DOP5 – Tables in a Document	
	W5	Revision / Additional Practices Weighted Assessment 2	15% Practical
	W6	IMC1 – About Media Elements and Interactivity IMC2 – Storyboarding	
	W7	IMC3 – Creating Slide Presentation Go through answers for Weighted Assessment 2	
	W8	IMC4 – Slide Master and Navigation Buttons IMC5 – Slide Master and Navigation Buttons 2	
	W9	SST1 – Introduction to Spreadsheets SST2 – Working with Data	
	W10	Revision / Additional Practices	

Semester 2			
Term	Week	Topic	Remarks
3	W1	SST3 – Formulas in Spreadsheets SST4 – Functions in Spreadsheets	
	W2 – W3	Additional Practice for Course Project: Problems Set 1 Additional Practice for Course Project: Problems Set 2	
	W4 – W5	Weighted Assessment 3	15% Course Project
	W6	Revision / Additional Practices (MEL)	
	W7	Revision / Additional Practices (DOP)	
	W8	Go through answers for Weighted Assessment 3	
	W9	Revision / Additional Practices (IMC)	
	W10	Revision / Additional Practices (SST)	
4	W1 – W2	Revision / Additional Practices For Examination	
	W3 – W4	End-of-Year Examination	Total: 60% Written 20% Practical 40%
	W5 – W6	Going through Exam Scripts / Post Exam Activities	