

## Wah Yan College Kowloon Scheme of Work (2017-2018)

<b>Textbook</b>	Not Application
<b>Other Resources</b>	School based syllabus

**◆Repertoire of Self-directed Learning Skills:**

**1. Reading to learn, 2. Notes-taking, 3. Looking up words in the dictionary, 4. Pre-lesson preparation, 5. Group discussion, 6. Group presentation, 7. Initiative to ask questions, 8. Setting learning objectives and doing reflection, 9. eLearning platform with instant feedback, 10. Flipped classroom, 11. Peer assessment, 12. Searching for information on the internet, 13. Project learning, 14. Training of higher-order thinking skills, etc.**

**SL: Scheduled number of lessons**

**AL: Actual number of lessons**

School Term	Weeks/ Dates	Topics/ Extended Parts*	Learning Objectives/ Teaching Focus	SL/ AL	Teaching and Learning Activities	Self-directed Learning Skills◆	Values#	Basic Law Education ※	Consolidation and Assessment
<b>First Term (3/9/2017- 30/12/2017, Weeks 1-17)</b>	1	Introduction	Requirement of the lessons	1/1					eclass mail
	2 – 3	Word	Paragraph	1/1	Guided walkthrough	1 9	1 8 10 11		Word file
	4	Word	Alignment and numbering	1/1					
	5	Word	Tabs	1/1					
	6	Word	Header, footer and section	1/1					
	7	Word	Table	1/1					
	8	Word	Mail merge	1/1					
	9			1/1					
	10			1/1					
	11			1/1					
	12			1/1					
	13			1/1					
	14 – 17	Christmas Exam and holiday							
<b>Second</b>	18			1/1					

School Term	Weeks/ Dates	Topics/ Extended Parts*	Learning Objectives/ Teaching Focus	SL/ AL	Teaching and Learning Activities	Self-directed Learning Skills♦	Values#	Basic Law Education ※	Consolidation and Assessment
Term (31/12/2017- 18/7/2018, Weeks 18-46)	19			1/1					
	20			1/1					
	21			1/1					
	22			1/1					
	23			1/1					
	24			1/1					
	25			1/1					
	26			1/1					
	27			1/1					
	28			1/1					
	29			1/1					
	30 – 31	Easter holiday							
	32			1/1					
	33			1/1					
	34			1/1					
	35			1/1					
	36			1/1					
	37			1/1					
	38			1/1					
	39			1/1					
40 – 46	Final Exam								

\* The extended parts should be marked with asterisks. These parts should be more challenging and can be covered when the students can master the knowledge, skills and values covered in the conventional topics.

※ Check the appropriate box with a “√” if Basic Law Education can be promoted when covering a particular topic.

# **Core Values of Wah Yan College, Kowloon**

I. Love and care	1. Acceptance and Positivity about self 2. Appreciation & Gratitude 3. Empathy & Compassion	4. Forgiveness & Reconciliation 5. Service 6. Family as a basic unit of society; marriage is the foundation of a family
II. Strive for excellence	7. Reflection 8. Commitment 9. Perseverance	10. Curiosity & Willingness to learn 11. Imagination and Creativity
III. Respect and Justice	12. Life is valuable and respectable 13. Openness to good in all things 14. Respect for himself & others	15. Integrity 16. Faithfulness
IV. Responsibility	17. Freedom & Self-discipline 18. Care for the environment	19. Social Identities: citizen identity, national identity and global citizen identity
V. Faith	20. Experience of God 21. Exploration and Practice of one's faith	22. Appreciation for religious liturgies