

# Dominican International School



## Basic Computer Education I

Grade Level: G3  
1 Year, 1 Credit

Teacher: Mr. Mervin D. Villaroya  
Email: mvillaroya@dishs.tp.edu.tw

SY: 2024-2025

### Course Description:

**Computer Education** It is a course that will develop the typing skills of every student. The course will further increase the knowledge about different computer software related to word processing. Our world at present operates using Information and Communications Technology (**ICT**). It has been changing various areas in the lives of many that will continue in the future. With computers being part of our daily lives, it would be beneficial for every student to learn early communication devices and the basics of computers and their functions. This would give them an advantage in the future and enhance their interest in the study of computers particularly word processing. The field of focus would be about keyboarding and mouse skills, paint, and word and scratch programming.

**REFERENCE:** Computers for Digital Learners by Phoenix Publishing House Inc., and Exploring ICT Office Applications with Basic PC Troubleshooting by Computer Assisted Learning Corporation D Whiz in Digital Literacy for Grade 3

### **REFERENCE/LINKS:**

[https://en.wikipedia.org/wiki/Word\\_processor](https://en.wikipedia.org/wiki/Word_processor)  
[https://www.quora.com/what\\_are\\_the\\_features\\_of\\_MS-Word](https://www.quora.com/what_are_the_features_of_MS-Word)  
[https://www.quora.com/unanswered/whats\\_good\\_in\\_MS-Word?encoded\\_access](https://www.quora.com/unanswered/whats_good_in_MS-Word?encoded_access)  
[https://en.m.wikipedia.org/wiki/Microsoft\\_PowerPoint](https://en.m.wikipedia.org/wiki/Microsoft_PowerPoint)  
[https://en.m.wikipedia.org/wiki/Microsoft\\_Paint](https://en.m.wikipedia.org/wiki/Microsoft_Paint)  
[http://mediasmarts.ca/sites/mediasmarts/files/pdfs/lesson-plan/Lesson\\_Introducing\\_Internet\\_Exploring\\_Internet.pdf](http://mediasmarts.ca/sites/mediasmarts/files/pdfs/lesson-plan/Lesson_Introducing_Internet_Exploring_Internet.pdf)  
[file:///C:/Users/MIT/Desktop/Computers\\_for\\_Beginners.pdf](file:///C:/Users/MIT/Desktop/Computers_for_Beginners.pdf)  
<http://officeskills.org/microsoft-office-tutorials.html>  
<https://scratch.mit.edu/>  
<https://pinnguaq.com/learn/scratch-basics-series/>

**Our school website:** <http://www.dishs.tp.edu.tw/>

### Course Content:

The students will learn the history of communication, main parts of the computers and its functions, using properly of mouse and keyboard, working with graphics different ways in editing and formatting documents, controlling commands, putting order and proper page layout. The course contains the basic modules concerning different software such as Scratch Programming, MS Word and MS Paint.

## Course Goal

- The students acknowledge the hard work of different inventors
- The students will demonstrate the ability to communicate with other people properly.
- The students will identify and describe the modern forms of ICT tools.
- The students will differentiate the basic parts of the computer system.
- The students will identify the parts of the keyboard and the mouse.
- The students will use the keyboard to type words in a word processing program.
- The students will demonstrate appreciation for the usefulness of the mouse when working on the computer
- The students will identify the parts of the MS Paint environment.
- The students will draw different shapes.
- The students will identify the different tools for drawing.
- The students will recognize the different Brush tools.
- The students will use the Cut, Copy, Paste tools.
- The students will use the Crop, Resize, and Rotate tools.
- The students will identify the tools to use tools in basic photo editing.
- The students will identify the tools used in designing a logo.
- The students will recognize the parts of the MS Word environment.
- The students will use WordArt and text boxes.
- The students will be able to format shapes and pictures.
- The students will recognize the purpose of tables in a document.
- The students will format a chart.
- The students will layout a document.
- The students will create a brochure.
- The students will value their work and the work of others.
- The students will explore the Programs according to the given instructions.
- The students will be able to follow the instructions given in performing an activity.
- The students will be able to experience creating basic programming in playing games
- The students will be able to develop their problem-solving skills, logic, and creativity.

## Grading Criteria:

The quarterly grade will be awarded for all student work based on the following criteria:

- ✓ **Class participation and Seatwork/Homework** - 3/10 of quarterly grade
- ✓ **Major Projects, Quizzes, and Tests**- 3/10 of quarterly grade
- ✓ **Quarterly Exams**- 3/10 of quarterly grade
- ✓ **Department** - 1/10 of quarterly grade

## Student Materials Required:

- For the purpose of evaluating and turning in their work, students will need to check their Google Classrooms on a frequent basis.

### **Classroom Expectations:**

1. Be on time to class; be seated **before** the bell rings.
2. Wear your uniform neatly.
3. Use English at all times.
4. Come prepared with books, assignments, and supplies and without gum, food, or drink.
5. Be respectful of others (especially when speaking), and of school property.
6. Do your best and participate.
7. Ask permission before leaving the class; take hall pass.
8. Wait for the bell to ring before you leave class.

### **Seatwork/Activity Rules:**

1. The students may NOT copy from classmates
2. The students are allowed to help each other verbally.
3. The students are NOT allowed to do the work, partially or entirely, for other students. Specifically, they are not allowed to touch the keyboard and mouse of other students' computers.

### **Discipline:**

1. Verbal warning, second reminder (if needed)
2. Write-Up and then referral to the Discipline Office.
3. Parent-Teacher conference.

# SUBJECT: ICT

## 1st QUARTER – TENTATIVE COURSE CONTENT

<i>(NB: Depending on time and interest, the teacher may delete and/or add other selections.)</i>	
<b>Week / Date</b>	<b>Topic / Projects / Assessments</b>
Week 1 Aug 12 <sup>th</sup> to 16 <sup>th</sup>	The Basic of the Microsoft Windows Operating System
Week 2 Aug 19 <sup>th</sup> to 23 <sup>rd</sup>	The Desktop Environment
Week 3 Aug 26 <sup>th</sup> to 30 <sup>th</sup>	The Start Menu
Week 4 Sep 28 <sup>th</sup> to Sep 1 <sup>st</sup>	The File Explorer Window
Week 5 Sep 2 <sup>nd</sup> to Sep 6 <sup>th</sup>	Introduction to the Internet
Week 6 Sep 9 <sup>th</sup> to 13 <sup>th</sup>	The Internet Services
Week 7 Sep 23 <sup>rd</sup> to Sep 27 <sup>th</sup>	Quarterly Exams

## 2<sup>nd</sup> QUARTER – TENTATIVE COURSE CONTENT

<i>(NB: Depending on time and interest, the teacher may delete and/or add other selections.)</i>	
<b>Week / Date</b>	<b>Topic / Projects / Assessments</b>
Week 1 (10) Oct 14 <sup>th</sup> to Oct 18 <sup>th</sup>	Getting Started with MS Paint
Week 2 (11) Oct 21 <sup>th</sup> to Oct 25 <sup>th</sup>	<b>Paint Activity:</b> Brush Tools
Week 3 (12) Oct 28 <sup>th</sup> to Nov 1 <sup>st</sup>	<b>Paint Activity:</b> Shape Tools
Week 4 (13) Nov 4 <sup>th</sup> to Nov 8 <sup>th</sup>	<b>Paint Activity:</b> Adding Text to an Image
Week 5 (14) Nov 11 <sup>th</sup> to Nov 15 <sup>th</sup>	<b>Paint Activity:</b> Select, Copy, & Move
Week 6 (15) Nov 18 <sup>th</sup> to Nov 22 <sup>nd</sup>	<b>Paint Activity:</b> Editing Drawings
Week 7 (16) Nov 25 <sup>th</sup> to 29 <sup>th</sup>	<b>Paint Task:</b> This is Me
Week 9 (18) Dec 2 <sup>nd</sup> to Dec 6 <sup>th</sup>	Quarter Exam
Dec 13 <sup>th</sup> to Jan 6 <sup>th</sup>	Christmas Break

## 3rd QUARTER – TENTATIVE COURSE CONTENT

<i>(NB: Depending on time and interest, the teacher may delete and/or add other selections.)</i>	
Week / Date	Topic / Projects / Assessments
Week 1 (20) Jan 7 <sup>th</sup> to Jan 10 <sup>th</sup>	Introduction to MS Word
Week 2 (21) Jan 13 <sup>th</sup> to Jan 17 <sup>th</sup>	Set Documents in Microsoft Word
Week 3 (22) Jan 27 <sup>th</sup> to Jan 31 <sup>st</sup>	Chinese New Year
Week 4 (23) Feb 3 <sup>rd</sup> to Feb 7 <sup>th</sup>	<b>MS Word Activity:</b> Formatting Text
Week 5 (24) Feb 10 <sup>th</sup> to Feb 14 <sup>th</sup>	<b>MS Word Activity:</b> Creating a Bulleted List
Week 6 (25) Feb 17 <sup>th</sup> to 21 <sup>th</sup>	<b>MS Word Activity:</b> Insert Table
Week 7 (26) Feb 24 <sup>th</sup> to Feb 28 <sup>th</sup>	<b>MS Word Activity:</b> Insert Picture
Week 8 Feb 27 <sup>th</sup> to Mar 1 <sup>st</sup>	Quarterly Exams

## 4th QUARTER – TENTATIVE COURSE CONTENT

<i>(NB: Depending on time and interest, the teacher may delete and/or add other selections.)</i>	
Week / Date	Topic / Projects / Assessments
Week 1 (29) Mar 18 <sup>th</sup> to Mar 21 <sup>st</sup>	Introduction to the Scratch Working Environment
Week 2 (30) Mar 24 <sup>th</sup> to Mar 28 <sup>th</sup>	<b>Scratch Task:</b> Deleting a Sprite, Adding a Sprite & Adding a Backdrop
Week 3 (31) Mar 31 <sup>th</sup> to Apr 3 <sup>rd</sup>	<b>Scratch Task:</b> Make Your Sprite Say Something
Week 4 (32) Apr 7 <sup>th</sup> to Apr 11 <sup>th</sup>	<b>Scratch Task:</b> Make Your Sprite Fly Around
Apr 14 <sup>th</sup> – Apr 18 <sup>th</sup>	Easter Break
Week 4 (33) Apr 21 <sup>st</sup> to Apr 25 <sup>th</sup>	<b>Scratch Task:</b> Gliding From One Point to Another
Week 5 (34) Apr 28 <sup>th</sup> to May 2 <sup>nd</sup>	<b>Scratch Task:</b> Make Your Sprite Move Left, Right, Up, and Down
Week 6 (35) May 5 <sup>th</sup> to May 9 <sup>th</sup>	Quarterly Exam