Dominican International School

Basic Computer Education I

Grade Level: G1   Teacher: Mr. Mervin D. Villaroya
1 Year, 1 Credit   Email: mvillaroya@dishs.tp.edu.tw

SY: 2023-2024

Course Description:

Computer Education I 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 Parts of the Computer, Basic and Proper Usage of the Internet, Keyboarding and Mouse Skills, Different Programs in a Metro Interface, and using Code in creating games.

REFERENCE: Computers for Digital Learners Copyright 2017 by Phoenix Publishing House Inc., D Whiz in Digital Literacy for Grade 1 and Exploring ICT Office Applications with Basic PC Troubleshooting Copyright 2012 by Computer Assisted Learning Corporation Edition 2014

REFERENCE/LINKS: en.wikipedia.org/wiki/**Word Processing**
https://edu.gcfglobal.org/en/basic-computer-skills/getting-started-with-your-first-computer/1/
http://mediasmarts.ca/sites/mediasmarts/files/pdfs/lesson-plan/Lesson_Introducing_Internet_Exploring_Internet.pdf
file:///C:/Users/MIT/Desktop/Computers_for_Beginners.pdf
http://officeskills.org/microsoft-office-tutorials.html
https://www.medford.k12.nj.us/page/1479
Code.org
ABCYA.com

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

Course Content:

The students will learn the parts of the computer, main parts of the computers and its functions, taking care of their computers, using properly of mouse and keyboard, basic and proper usage of internet, working with graphics different ways in editing and formatting documents, controlling commands, putting order and proper page layout. The course contains the basic modules about the different software WordPad, Paint and ABCYA. Learning to **code** on CS Fundamentals helps students **learn** executive/planning problem-solving skills better than regular math and science.

Course Goal

- The students will appreciate the forms of communication in early age.
- 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 appreciate the importance of using the internet in everyday life.
- The students will be familiar with proper behavior while using the internet.
- The students will be familiar with the internet browser and search engine.
- The students will perform a different option to alter a paragraph's appearance.
- The students will express creativity in using clip art to enhance a document.
- 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
- ✓ **Deportment** - 1/10 of quarterly grade

Student Materials Required:

- The students will need to bring a flash drive (USB drive) to save their works

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 (a sealable water bottle is okay).
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 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

(NB: Depending on time and interest, the teacher may delete and/or add other selections.)	
Week / Date	**Topic / Projects / Assessments**
Week 1 **Aug 14th to 18th**	The Wonders of Computer
Week 2 **Aug 21st to 25th**	The Early Counting Tools and the Computer
Week 3 **Aug 22nd to 26th**	The Data Processing Cycle
Week 4 **Aug 28th to Sept 1st**	The Computer and It's Elements
Week 5 **Sep 4th to 8th**	The Computer and It's Parts
Week 6 **Sep 11th to 15th**	Caring for the Computer
Week 7 **Sep 18th to 22nd**	Quarterly Exams

2nd QUARTER – TENTATIVE COURSE CONTENT

Week / Date	Topic / Projects / Assessments
(NB: Depending on time and interest, the teacher may delete and/or add other selections.)	
Week 1 (10) Oct 11th to 13th	Input Devices
Week 2 (11) Oct 16th to 20th	Processing Devices
Week 3 (12) Oct 23rd to Oct 27th	Output & Storage Devices
Week 4 (13) Oct 30th to Nov 3rd	The Computer and Its Operating System
Week 5 (14) Nov 6th to 10th	Microsoft Windows and It's Basic Parts
Week 6 (15) Nov 13th to 17th	Working with Microsoft Windows
Week 7 (16) Nov 20th to 24th	Keyboard Practice Using the WordPad Program
Week 8 (17) Nov 27th to Dec 1st	Drawings with Shapes and Fill with Color
Week 9 (18) Dec 4th to 8th	Quarterly Exams
Dec 16th to Jan 2nd	**Christmas Break**

3rd QUARTER – TENTATIVE COURSE CONTENT

Week / Date	Topic / Projects / Assessments
(NB: Depending on time and interest, the teacher may delete and/or add other selections.)	
Week 1 (20) **Jan 3rd to 5th**	The Internet
Week 2 (21) **Jan 8th to 12th**	Introducing the Microsoft Edge
Week 3 (22) **Jan 16th to 19th**	Safety Reminders While Using the Internet
Week 4 (23) **Jan 22nd to 26th**	Practical Activity using ABCYA **(Typing Rocket Junior)**
Week 5 (24) **Jan 29th to Feb 2nd**	Practical Activity using ABCYA **(Jump Key)**
Week 6 (25) **Feb 5th to 7th**	Practical Activity using ABCYA **(Cup Stack Typing)**
Feb 8th to 16th	Chinese New Year
Week 7 (26) **Feb 19th to Feb 23rd**	Practical Activity using ABCYA **(Color, Draw, and Paint)**
Week 8 **Feb 27th to Mar 1st**	Quarterly Exams

4th QUARTER – TENTATIVE COURSE CONTENT

Week / Date	Topic / Projects / Assessments
(NB: Depending on time and interest, the teacher may delete and/or add other selections.)	
Week 1 (29) **Mar 13th to 15th**	Introduction to **CODE (Course B)**
Week 2 (30) **Mar 18th to 22nd**	Loops: Harvester
Mar 23rd to Apr 7th	Easter Break
Week 3 (31) **Apr 8th – 12th**	Loops: Laurel
Week 4 (32) **Apr 15th to 19th**	Sequencing: Angry Bird
Week 5 (33) **Apr 22nd to 26th**	Events: A Royal Battle
Week 6 (34) **Apr 29th to May 3rd**	Minecraft Adventure
Week 7 (35) **May 6th to 10th**	Quarterly Exams