

# Dominican International School



## Basic Computer Education I

Grade Level: G2  
1 Year, 1 Credit

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SY: 2023-2024

### 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 Basic and Proper Usage of the Internet, Keyboarding and Mouse Skills, and MS Word.

REFERENCE: Computers for Digital Learners Copyright 2017 by Phoenix Publishing House Inc., Awakening ICT 2 Using Microsoft Office 2010 Copyright 2012 by Computer Assisted Learning Corporation and Exploring ICT Office Applications with Basic PC Troubleshooting Copyright 2012 by Computer Assisted Learning Corporation Edition 2014 D Whiz in Digital Literacy for Grade 2

REFERENCE/LINKS: [en.wikipedia.org/wiki/Word Processing](https://en.wikipedia.org/wiki/Word_Processing)  
[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)  
[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://rustygarnersmith.files.wordpress.com/2015/02/wordpad-tutorial-keyboard-shortcuts-and-exercises-v2.pdf>  
<https://www.typing.com/>

**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, basic and proper usage of the 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 concerning different software such as MS Word and different internet sites related in their studies. 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 acknowledge the importance of MS Word in creating different types of documents.
- The students will identify the commands and icons used when creating documents in MS Word.
- The students will apply appropriate commands in formatting font in a document.
- 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 perform the following actions in MS Word: inserting, coloring, and resizing shapes added to a document.
- 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
- ✓ **Depoiment** - 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**

<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>
<b>Week 1</b> <b>Aug 14<sup>th</sup> to 18<sup>th</sup></b>	The Modern Computers – How They All Began
<b>Week 2</b> <b>Aug 21<sup>st</sup> to 25<sup>th</sup></b>	The Different Types of Computers
<b>Week 3</b> <b>Aug 22<sup>nd</sup> to 26<sup>th</sup></b>	How Computers Work
<b>Week 4</b> <b>Aug 28<sup>th</sup> to Sept 1<sup>st</sup></b>	How To Take Care of Your Computer
<b>Week 5</b> <b>Sep 4<sup>th</sup> to 8<sup>th</sup></b>	The Elements of a Computer
<b>Week 6</b> <b>Sep 11<sup>th</sup> to 15<sup>th</sup></b>	Parts of a Computer System
<b>Week 7</b> <b>Sep 18<sup>th</sup> to 22<sup>nd</sup></b>	Quarterly Exams

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

*(NB: Depending on time and interest, the teacher may delete and/or add other selections.)*

<b>Week / Date</b>	<b>Topic / Projects / Assessments</b>
<b>Week 1 (10)</b> <b>Oct 11<sup>th</sup> to 13<sup>th</sup></b>	What is Windows Operating System
<b>Week 2 (11)</b> <b>Oct 16<sup>th</sup> to 20<sup>th</sup></b>	Working with Windows
<b>Week 3 (12)</b> <b>Oct 23<sup>rd</sup> to Oct 27<sup>th</sup></b>	Working with Files and Folders
<b>Week 4 (13)</b> <b>Oct 30<sup>th</sup> to Nov 3<sup>rd</sup></b>	Exploring the Internet Using Microsoft Edge
<b>Week 5 (14)</b> <b>Nov 6<sup>th</sup> to 10<sup>th</sup></b>	Purpose of the Internet
<b>Week 6 (15)</b> <b>Nov 13<sup>th</sup> to 17<sup>th</sup></b>	Internet Precautions and Etiquette
<b>Week 7 (16)</b> <b>Nov 20<sup>th</sup> to 24<sup>th</sup></b>	Hands-On Activity (Using the Internet)
<b>Week 8 (17)</b> <b>Nov 27<sup>th</sup> to Dec 1<sup>st</sup></b>	Hands-On Activity (Using the Internet)
<b>Week 9 (18)</b> <b>Dec 4<sup>th</sup> to 8<sup>th</sup></b>	Quarterly Exams
<b>Dec 16<sup>th</sup> to Jan 2<sup>nd</sup></b>	<b>Christmas Break</b>

### 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 3 <sup>rd</sup> to 5 <sup>th</sup>	The Microsoft Paint Application
Week 2 (21) Jan 8 <sup>th</sup> to 12 <sup>th</sup>	Paint Project: Paint Tools
Week 3 (22) Jan 16 <sup>th</sup> to 19 <sup>th</sup>	Paint Project: Text Tools
Week 4 (23) Jan 22 <sup>nd</sup> to 26 <sup>th</sup>	Paint Project: Select, Copy, Paste, and Edit Objects
Week 5 (24) Jan 29 <sup>th</sup> to Feb 2 <sup>nd</sup>	Getting Started with WordPad
Week 6 (25) Feb 5 <sup>th</sup> to 7 <sup>th</sup>	WordPad Activity: Formatting Text
Feb 8 <sup>th</sup> to 16 <sup>th</sup>	Chinese New Year
Week 7 (26) Feb 19 <sup>th</sup> to Feb 23 <sup>rd</sup>	WordPad Activity: Insert Picture and Date
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 13 <sup>th</sup> to 15 <sup>th</sup>	Reintroduction to <b>CODE (Course C)</b>
Week 2 (30) Mar 18 <sup>th</sup> to 22 <sup>nd</sup>	Debugging with Maze
Mar 23 <sup>rd</sup> to Apr 7 <sup>th</sup>	Easter Break
Week 3 (31) Apr 8 <sup>th</sup> – 12 <sup>th</sup>	Loops with Rey and BB8
Week 4 (32) Apr 15 <sup>th</sup> to 19 <sup>th</sup>	Programming with Angry Bird
Week 5 (33) Apr 22 <sup>nd</sup> to 26 <sup>th</sup>	Collecting Treasure with Laurel
Week 6 (34) Apr 29 <sup>th</sup> to May 3 <sup>rd</sup>	Minecraft Voyage Aquatic
Week 7 (35) May 6 <sup>th</sup> to 10 <sup>th</sup>	Quarterly Exams