

# Dominican International School



## Basic Computer Education Pre Kinder

Grade Level: Pre K  
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 Parts of the Computer, Basic and Proper Usage of the Internet, Keyboarding, and Mouse Skills.

REFERENCE: Computers for Digital Learners Copyright 2017 by Phoenix Publishing House Inc., D Whiz in Basic Computing Skills 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://en.wikipedia.org/wiki/Word_Processing)

<https://edu.gcglobal.org/en/basic-computer-skills/getting-started-with-your-first-computer/1/>

[http://mediasmarts.ca/sites/mediasmarts/files/pdfs/lesson-](http://mediasmarts.ca/sites/mediasmarts/files/pdfs/lesson-plan/Lesson_Introducing_Internet_Exploring_Internet.pdf)

[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://www.medford.k12.nj.us/page/1479>

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

### Course Content:

The students will learn the parts of the computer, the main parts of the computers and its functions, taking care of their computers, using properly mouse and keyboard, basic and proper usage of the internet, learning how to use different applications with the aid of ABCYA. The course contains the basic modules concerning the different software and Paint.

## Course Goal

- 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 perform the following actions in WordPad and Paint: inserting, coloring, and resizing shapes added to 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.

## 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 (if needed)

## 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). (if needed)
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**

**1<sup>st</sup> SEMESTER – 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>	Intro to I.C.T. Class
<b>Week 2</b> <b>Aug 21<sup>st</sup> to 25<sup>th</sup></b>	Identify Computer Parts
<b>Week 3</b> <b>Aug 22<sup>nd</sup> to 26<sup>th</sup></b>	Introduction to Mouse
<b>Week 4</b> <b>Aug 28<sup>th</sup> to Sept 1<sup>st</sup></b>	Mouse Usage - 1 Alphabet Bubbles
<b>Week 5</b> <b>Sep 4<sup>th</sup> to 8<sup>th</sup></b>	Mouse Usage - 2 Make a Cookie
<b>Week 6</b> <b>Sep 11<sup>th</sup> to 15<sup>th</sup></b>	Mouse Usage - 3 Make a Pizza
<b>Week 7</b> <b>Sep 18<sup>th</sup> to 22<sup>nd</sup></b>	Mouse Usage - 4 ABC & 123 Magnets
<b>Week 1</b> <b>Aug 14<sup>th</sup> to 18<sup>th</sup></b>	Practical Assessment

## **1<sup>st</sup> SEMESTER – 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) Oct 11<sup>th</sup> to 13<sup>th</sup></b>	Mouse Usage - 5 Alphabetical Orders
<b>Week 2 (11) Oct 16<sup>th</sup> to 20<sup>th</sup></b>	Mouse Usage - 6 Alphabet Slide Puzzle
<b>Week 3 (12) Oct 23<sup>rd</sup> to Oct 27<sup>th</sup></b>	Mouse Usage - 7 Shapes
<b>Week 4 (13) Oct 30<sup>th</sup> to Nov 3<sup>rd</sup></b>	Take a Trip
<b>Week 5 (14) Nov 6<sup>th</sup> to 10<sup>th</sup></b>	Make an Ice Cream Sundae
<b>Week 6 (15) Nov 13<sup>th</sup> to 17<sup>th</sup></b>	Make a Cup Cake
<b>Week 7 (16) Nov 20<sup>th</sup> to 24<sup>th</sup></b>	ABC Paint
<b>Week 8 (17) Nov 27<sup>th</sup> to Dec 1<sup>st</sup></b>	Make a Christmas Tree
<b>Week 9 (18) Dec 4<sup>th</sup> to 8<sup>th</sup></b>	Practical Assessment
<b>Dec 19<sup>th</sup> to Jan 2<sup>nd</sup></b>	<b>Christmas Break</b>

## **2<sup>nd</sup> SEMESTER – 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 (20)</b> <b>Jan 3<sup>rd</sup> to 5<sup>th</sup></b>	Introduction to ABCYA Paint
<b>Week 2 (21)</b> <b>Jan 8<sup>th</sup> to 12<sup>th</sup></b>	Paint Activity 1 – Brush/Pencil Tool
<b>Week 3 (22)</b> <b>Jan 16<sup>th</sup> to 19<sup>th</sup></b>	Paint Activity 2 – Text Tool
<b>Week 4 (23)</b> <b>Jan 22<sup>nd</sup> to 26<sup>th</sup></b>	Paint Activity 3 – Shapes Tool
<b>Week 5 (24)</b> <b>Jan 29<sup>th</sup> to Feb 2<sup>nd</sup></b>	Creating Objects
<b>Week 6 (25)</b> <b>Feb 5<sup>th</sup> to 7<sup>th</sup></b>	Paint Activity 5 – Creating Objects
<b>Feb 8<sup>th</sup> to 16<sup>th</sup></b>	Chinese New Year
<b>Week 7 (26)</b> <b>Feb 19<sup>th</sup> to Feb 23<sup>rd</sup></b>	Introduction to Keyboard

## **2<sup>nd</sup> SEMESTER – 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 (29)</b> <b>Mar 13<sup>th</sup> to 15<sup>th</sup></b>	ABCYA Typing Skills 2- Cup Stacking
<b>Week 2 (30)</b> <b>Mar 18<sup>th</sup> to 22<sup>nd</sup></b>	ABCYA Typing Skills 3- Typing Rocket
<b>Mar 23<sup>rd</sup> to Apr 7<sup>th</sup></b>	Easter Break
<b>Week 3 (31)</b> <b>Apr 8<sup>th</sup> – 12<sup>th</sup></b>	Typing Activity (Practical Assessment)
<b>Week 4 (32)</b> <b>Apr 15<sup>th</sup> to 19<sup>th</sup></b>	Purpose of the Internet
<b>Week 5 (33)</b> <b>Apr 22<sup>nd</sup> to 26<sup>th</sup></b>	Safety Rules When Using the Internet
<b>Week 6 (34)</b> <b>Apr 29<sup>th</sup> to May 3<sup>rd</sup></b>	Typing Activity (Practical Assessment)