

# Dominican International School



## Basic Computer Education I

Grade Level: G1  
1 Year, 1 Credit

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SY: 2022-2023

### 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://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](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>

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
- ✓ **Department** - 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> Aug 10 <sup>th</sup> to 12 <sup>th</sup>	The Wonders of Computer
<b>Week 2</b> Aug 15 <sup>th</sup> to 19 <sup>th</sup>	The Early Counting Tools
<b>Week 3</b> Aug 22 <sup>nd</sup> to 26 <sup>th</sup>	The Data Processing Cycle
<b>Week 4</b> Aug 29 <sup>th</sup> to Sept 2 <sup>nd</sup>	The Computer and It's Elements
<b>Week 5</b> Sep 5 <sup>th</sup> to 9 <sup>th</sup>	The Computer and It's Parts
<b>Week 6</b> Sep 12 <sup>th</sup> to 16 <sup>th</sup>	The Mouse and Its Functions
<b>Week 7</b> Sep 19 <sup>th</sup> to 23 <sup>rd</sup>	The Keyboard and Its Functions
<b>Week 8</b> Sep 26 <sup>th</sup> to Sep 30 <sup>th</sup>	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) Oct 11<sup>th</sup> to 14<sup>th</sup></b>	Input Devices
<b>Week 2 (11) Oct 17<sup>th</sup> to 21<sup>st</sup></b>	Processing Devices
<b>Week 3 (12) Oct 24<sup>th</sup> to Oct 28<sup>th</sup></b>	Output & Storage Devices
<b>Week 4 (13) Oct 31<sup>st</sup> to Nov 4<sup>th</sup></b>	The Computer and It's Operating System
<b>Week 5 (14) Nov 7<sup>th</sup> to 11<sup>th</sup></b>	Microsoft Windows and It's Basic Parts
<b>Week 6 (15) Nov 14<sup>th</sup> to 18<sup>th</sup></b>	Working with Microsoft Windows
<b>Week 7 (16) Nov 21<sup>st</sup> to 25<sup>th</sup></b>	Keyboard Practice Using the WordPad Program
<b>Week 8 (17) Nov 28<sup>th</sup> to Dec 2<sup>nd</sup></b>	Drawings with Shapes and Fill with Color
<b>Week 9 (18) Dec 5<sup>th</sup> to 9<sup>th</sup></b>	Quarterly Exams
<b>Dec 19<sup>th</sup> to Jan 2<sup>nd</sup></b>	<b>Christmas Break</b>

## **3rd 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 (20)</b> <b>Jan 3<sup>rd</sup> to 6<sup>th</sup></b>	The Internet
<b>Week 2 (21)</b> <b>Jan 9<sup>th</sup> to 13<sup>th</sup></b>	Introducing the Microsoft Edge
<b>Week 3 (22)</b> <b>Jan 16<sup>th</sup> to 20<sup>th</sup></b>	Safety Reminders While Using the Internet
<b>Jan 23<sup>rd</sup> to 27<sup>th</sup></b>	Chinese New Year
<b>Week 4 (23)</b> <b>Feb 6<sup>th</sup> to Feb 10<sup>th</sup></b>	Practical Activity using ABCYA (Typing Rocket Junior)
<b>Week 5 (24)</b> <b>Feb 13<sup>th</sup> to 17<sup>th</sup></b>	Practical Activity using ABCYA (Jump Key)
<b>Week 6 (25)</b> <b>Feb 20<sup>th</sup> to 24<sup>th</sup></b>	Practical Activity using ABCYA (Color, Draw, and Paint)
<b>Week 7 (26)</b> <b>Feb 27<sup>th</sup> to Mar 7<sup>th</sup></b>	Quarterly Exams

## 4th 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>
Week 1 (29) Mar 13 <sup>th</sup> to 17 <sup>th</sup>	Introduction to <b>CODE (Course B)</b>
Week 2 (30) Mar 20 <sup>th</sup> to Mar 24 <sup>th</sup>	Loops: Harvester
Week 3 (31) Mar 27 <sup>th</sup> - Mar 31 <sup>st</sup>	Loops: Laurel
Apr 3 <sup>rd</sup> to 14 <sup>th</sup>	Easter Break
Week 4 (32) Apr 17 <sup>th</sup> to 21 <sup>st</sup>	Sequencing: Angry Bird
Week 5 (33) Apr 24 <sup>th</sup> to 28 <sup>th</sup>	Events: A Royal Battle
Week 6 (34) May 1 <sup>st</sup> to 5 <sup>th</sup>	Minecraft Adventure
Week 7 (35) May 8 <sup>th</sup> to 12 <sup>th</sup>	Quarterly Exams