

# Dominican International School



## Basic Computer Education I

Grade Level: G2  
1 Year, 1 Credit

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

SY: 2022-2023

### 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/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%20for%20Beginners.pdf)  
<http://officeskills.org/microsoft-office-tutorials.html>  
<https://rustygarnermith.files.wordpress.com/2015/02/wordpad-tutorial-keyboard-shortcuts-and-exercises-v2.pdf>

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
- ✓ **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> <b>Aug 10<sup>th</sup> to 12<sup>th</sup></b>	The Modern Computers – How They All Began
<b>Week 2</b> <b>Aug 15<sup>th</sup> to 19<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 29<sup>th</sup> to Sept 2<sup>nd</sup></b>	How To Take Care of Your Computer
<b>Week 5</b> <b>Sep 5<sup>th</sup> to 9<sup>th</sup></b>	The Elements of a Computer
<b>Week 6</b> <b>Sep 12<sup>th</sup> to 16<sup>th</sup></b>	Parts of a Computer System
<b>Week 7</b> <b>Sep 19<sup>th</sup> to 23<sup>rd</sup></b>	Drill and Practice: Mouse & Keyboard Skills
<b>Week 8</b> <b>Sep 26<sup>th</sup> to Sep 30<sup>th</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) Oct 11<sup>th</sup> to 14<sup>th</sup></b>	What is Windows Operating System
<b>Week 2 (11) Oct 17<sup>th</sup> to 21<sup>st</sup></b>	Working with Windows
<b>Week 3 (12) Oct 24<sup>th</sup> to Oct 28<sup>th</sup></b>	Working with Files and Folders
<b>Week 4 (13) Oct 31<sup>st</sup> to Nov 4<sup>th</sup></b>	Exploring the Internet Using Microsoft Edge
<b>Week 5 (14) Nov 7<sup>th</sup> to 11<sup>th</sup></b>	Purpose of the Internet
<b>Week 6 (15) Nov 14<sup>th</sup> to 18<sup>th</sup></b>	Internet Precautions and Etiquette
<b>Week 7 (16) Nov 21<sup>st</sup> to 25<sup>th</sup></b>	Hands-On Activity (Using the Internet)
<b>Week 8 (17) Nov 28<sup>th</sup> to Dec 2<sup>nd</sup></b>	Hands-On Activity (Using the Internet)
<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) Jan 3<sup>rd</sup> to 6<sup>th</sup></b>	The Microsoft Paint Application
<b>Week 2 (21) Jan 9<sup>th</sup> to 13<sup>th</sup></b>	Paint Project: Home Tab
<b>Week 3 (22) Jan 16<sup>th</sup> to 20<sup>th</sup></b>	Paint Project: Selecting and Editing Drawings
<b>Jan 23<sup>rd</sup> to 27<sup>th</sup></b>	Chinese New Year
<b>Week 4 (23) Feb 6<sup>th</sup> to Feb 10<sup>th</sup></b>	Paint Project: Add and Edit Text
<b>Week 5 (24) Feb 13<sup>th</sup> to 17<sup>th</sup></b>	Getting Started with WordPad
<b>Week 6 (25) Feb 20<sup>th</sup> to 24<sup>th</sup></b>	WordPad Activity: Entering Text
<b>Week 7 (26) Feb 27<sup>th</sup> to Mar 7<sup>th</sup></b>	WordPad Activity: Selecting and Formatting Text
<b>Week 1 (20) Jan 3<sup>rd</sup> to 6<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>
<b>Week 1 (29) Mar 13<sup>th</sup> to 17<sup>th</sup></b>	Reintroduction to <b>CODE (Course C)</b>
<b>Week 2 (30) Mar 20<sup>th</sup> to Mar 24<sup>th</sup></b>	Debugging with Maze
<b>Week 3 (31) Mar 27<sup>th</sup> - Mar 31<sup>st</sup></b>	Loops with Rey and BB8
<b>Apr 3<sup>rd</sup> to 14<sup>th</sup></b>	<b>Easter Break</b>
<b>Week 4 (32) Apr 17<sup>th</sup> to 21<sup>st</sup></b>	Programming with Angry Bird
<b>Week 5 (33) Apr 24<sup>th</sup> to 28<sup>th</sup></b>	Collecting Treasure with Laurel
<b>Week 6 (34) May 1<sup>st</sup> to 5<sup>th</sup></b>	Minecraft Voyage Aquatic
<b>Week 7 (35) May 8<sup>th</sup> to 12<sup>th</sup></b>	Quarterly Exams