Dominican International School

Basic Computer Education I

Grade Level: G3   Teacher: Mr. Mervin D. Villaroya
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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 Keyboarding and Mouse Skills, MS Paint, and MS Word 2016 and Sratch Programming.

REFERENCE: Computers for Digital Learners Copyright 2017 by Phoenix Publishing House Inc., and Exploring ICT Office Applications with Basic PC Troubleshooting Copyright 2012 by Computer Assisted Learning Corporation D Whiz in Digital Literacy for Grade 3

REFERENCE/LINKS: 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_
https://en.m.wikipedia.org/wiki/Microsoft_PowerPoint
https://en.m.wikipedia.org/wiki/Microsoft_Paint
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

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, 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 Scratch Programming, MS Word and MS Paint.

Course Goal

- 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 identify the parts of the MS Paint environment.
- The students will draw different shapes.
- The students will identify the different tools for drawing.
- The students will recognize the different Brush tools.
- The students will use the Cut, Copy, Paste tools.
- The students will use the Crop, Resize, and Rotate tools.
- The students will identify the tools to use tools in basic photo editing.
- The students will identify the tools used in designing a logo.
- The students will recognize the parts of the MS Word environment.
- The students will use WordArt and text boxes.
- The students will be able to format shapes and pictures.
- The students will recognize the purpose of tables in a document.
- The students will format a chart.
- The students will layout a document.
- The students will create a brochure.
- 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

Week / Date	Topic / Projects / Assessments
(NB: Depending on time and interest, the teacher may delete and/or add other selections.)	
Week 1 **Aug 10th to 12th**	The Basic of the Microsoft Windows Operating System
Week 2 **Aug 15th to 19th**	The Desktop Environment
Week 3 **Aug 22nd to 26th**	The Start Menu
Week 4 **Aug 29th to Sept 2nd**	The File Explorer Window
Week 5 **Sep 5th to 9th**	Introduction to the Internet
Week 6 **Sep 12th to 16th**	The Internet Services
Week 7 **Sep 19th to 23rd**	The Internet with Other Application Software
Week 8 **Sep 26th to Sep 30th**	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 14th	Getting Started with MS Paint
Week 2 (11) Oct 17th to 21st	Paint Activity: Brush Tools
Week 3 (12) Oct 24th to Oct 28th	Paint Activity: Shape Tools
Week 4 (13) Oct 31st to Nov 4th	Paint Activity: Adding Text to an Image
Week 5 (14) Nov 7th to 11th	Paint Activity: Select, Copy & Move
Week 6 (15) Nov 14th to 18th	Paint Activity: Editing Drawings
Week 7 (16) Nov 21st to 25th	Paint Task: This is Me
Week 8 (17) Nov 28th to Dec 2nd	Paint Task: Designing a Logo
Week 9 (18) Dec 5th to 9th	Quarter Exam
Dec 19th 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 6th**	Getting Started with MS Word
Week 2 (21) **Jan 9th to 13th**	MS Word Activity: Working with Text
Week 3 (22) **Jan 16th to 20th**	MS Word Activity: Working Shapes and Pictures
Jan 23rd to 27th	Chinese New Year
Week 4 (23) **Feb 6th to Feb 10th**	MS Word Activity: Working with Tables
Week 5 (24) **Feb 13th to 17th**	MS Word Activity: Working with Charts
Week 6 (25) **Feb 20th to 24th**	MS Word Activity: Working Page Layout
Week 7 (26) **Feb 27th to Mar 7th**	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 17th	Introduction to the Scratch Working Environment
Week 2 (30) Mar 20th to Mar 24th	Practical Activity using Scratch: About Me
Week 3 (31) Mar 27th - Mar 31st	Practical Activity using Scratch: Mouse Trail
Apr 3rd to 14th	Easter Break
Week 4 (32) Apr 17th to 21st	Practical Activity using Scratch: Catch Game
Week 5 (33) Apr 24th to 28th	Practical Activity using Scratch: Jumping Game
Week 6 (34) May 1st to 5th	Practical Activity using Scratch: Move
Week 7 (35) May 8th to 12th	Quarterly Exams