Dominican International School

Basic Computer Education Pre Kinder

Grade Level: G1

Teacher: Mr. Mervin D. Villaroya

1 Year, 1 Credit

Email: mvillaroya@dishs.tp.edu.tw

SY: 2021-2022

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 the early communication devices and the basics of computers and its functions. This would give them 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 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://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
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, 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, learning how to use different application's with the aid of ABCYA. The course contains the basic modules in relation to the different software WordPad, Paint and Calculator

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 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 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 activity.

Grading Criteria:

The quarterly grade will be awarded for all student work based on the following criteria:

- ✓ **Class participation and Seatwork** - 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 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 keyboard and mouse of other students' computer.

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 SEMESTER – 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	Intro to I.C.T. Class
Week 2	Identify Computer Parts
Week 3	Introduction to Mouse
Week 4	Mouse Usage - 1 Alphabet Bubbles
Week 5	Mouse Usage - 2 Make a Cookie
Week 6	Mouse Usage - 3 Make a Pizza
Week 7	Mouse Usage - 4 ABC & 123 Magnets
Week 8	Review
Week 9	Practical Assessment

2nd QUARTER – TENTATIVE COURSE CONTENT

(NB: Depending on time and interest, the teacher may delete and/or add other selections.)	
Week / Date	**Topic / Projects / Assessments**
Week 1 (10)	Mouse Usage - 5 Alphabetical Orders
Week 2 (11)	Mouse Usage - 6 Alphabet Slide Puzzle
Week 3 (12)	Mouse Usage - 7 Alphabet Slide Puzzle
Week 4 (13)	Review
Week 5 (14)	Practical Assessment
Week 6 (15)	ABCYA Paint
Week 7 (16)	Take a Trip
Week 8 (17)	Make an Ice Cream Sundae
Week 9 (18)	Magic Mirror Paint
Week 10 (19)	Make a Christmas Tree
Christmas Break	

2nd SEMESTER – TENTATIVE COURSE CONTENT

(NB: Depending on time and interest, the teacher may delete and/or add other selections.)	
Week / Date	**Topic / Projects / Assessments**
Week 1 (20)	Introduction to MS Paint
Week 2 (21)	MS Paint Activity 1 – Brush Tool
Week 3 (22)	MS Paint Activity 2 – Text Tool
Chinese New Year	
Week 4 (23)	MS Paint Activity 3 – Shapes Tool
Week 5 (24)	MS Paint Activity 4 – Creating Objects

Week 6 (25)	MS Paint Activity 5 – Creating Objects
Week 7 (26)	Introduction to Keyboard
Week 8 (27)	Typing Skills 1- Lower case
Week 9 (28)	Typing Skills 2- Upper case

4th QUARTER – TENTATIVE COURSE CONTENT

(NB: Depending on time and interest, the teacher may delete and/or add other selections.)	
Week / Date	**Topic / Projects / Assessments**
Week 1 (29)	Typing Skills 3- Upper & Lower case
Week 2 (30)	Typing Activity (Practical Assessment)
Week 3 (31)	Typing Activity (Practical Assessment)
Easter Break	
Week 4 (32)	Typing Activity (Practical Assessment)
Week 5 (33)	Introduction to Internet
Week 6 (34)	Purpose of the Internet
Week 7 (35)	Review
Week 8 (36)	Practical Examination