



Basic Computer Education

School Year	2025-2026
Subject	ICT
Grade Level	1
Teacher	Mr. Mervin D. Villaroya
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Course Description:

Computer Education 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, different application programs which enhance their keyboarding and mouse skills, and using code in running a program.

Reference: Computers for Digital Learners by Phoenix Publishing House Inc., D Whiz in Digital Literacy for Grade 1 and Exploring ICT Office Applications with Basic PC Troubleshooting by Computer Assisted Learning Corporation

Reference/Links:

https://en.wikipedia.org/wiki/Word_processor
<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%20Introducing%20Internet%20Exploring%20Internet.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://www.medford.k12.nj.us/page/1479>
<https://code.org/>
<https://www.abcya.com/>
<https://www.kidztype.com/browse-typing-games.html>

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:

- For the purpose of evaluating and turning in their work, students will need to check their Google Classrooms on a frequent basis.



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Class Rules:

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.
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/Activity 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.

1st 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 Aug 12 th to 15 th	The Wonders of The Computer
Week 2 Aug 18 th to 22 nd	The Early Counting Tools and the Computer
Week 3 Aug 25 th to 29 th	The Data Processing Cycle
Week 4 Sep 1 st to Sep 5 th	The Computer and It's Elements
Week 5 Sep 8 th to 12 th	The Computer and It's Parts
Week 6 Sep 15 th to Sep 19 th	Caring for the Computer
Week 7 Sep 22 nd to Sep 26 th	Quarterly Exams



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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) Oct 13 th to Oct 17 th	Input Devices
Week 2 (11) Oct 20 th to Oct 24 th	Processing Devices
Week 3 (12) Oct 27 th to Oct 31 st	Output & Storage Devices
Week 4 (13) Nov 3 rd to Nov 7 th	The Computer and Its Operating System
Week 5 (14) Nov 10 th to Nov 14 th	Microsoft Windows and It's Basic Parts
Week 6 (15) Nov 17 th to Nov 21 st	Working with Microsoft Windows
Week 7 (16) Nov 24 th to 28 th	Keyboard Practice Using the WordPad Program/ Drawings with Shapes and Fill with Color
Week 9 (17) Dec 1 st to Dec 5 th	Quarterly Exams
Dec 13th to Jan 5th	Christmas Break



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3rd 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 (20) Jan 6th to Jan 9th	The Internet
Week 2 (21) Jan 12nd to Jan 16th	Introducing the Microsoft Edge
Week 3 (22) Jan 19th to Jan 23rd	Safety Reminders While Using the Internet
Week 4 (23) Jan 26th to Jan 30th	Practical Activity ABCYA (Typing Rocket Junior)
Week 5 (24) Feb 2nd to Feb 6th	Practical Activity ABCYA (Cup Stacking Games)
Week 6 (25) Feb 9th to Feb 13th	Practical Activity ABCYA (Paint)
Feb 16th to Feb 20th	Chinese New Year
Week 7 (26) Feb 23rd to Feb 27th	Practical Activity ABCYA (Typing Keyboard Jump)
Week 8 (27) Mar 2nd to Mar 6th	Quarterly Exams



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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) Mar 17th to Mar 20th	Sequencing with Scrat
Week 2 (30) Mar 23rd to Mar 27th	Programming with Angry Birds
Mar 30th to Apr 6th	Easter Break
Week 3 (31) Apr 7th to Apr 10th	Programming with Rey and BB-8
Week 4 (32) Apr 13th to Apr 17th	Programming with Harvester
Week 5 (33) Apr 20th to Apr 24th	Ocean Scene with Loops
Week 5 (34) Apr 27th to May 1st	On the Move with the Events
Week 6 (35) May 4th to May 8th	Quarterly Exams