



Basic Computer Education

School Year	2025-2026
Subject	ICT
Grade Level	2
Teacher	Mr. Mervin D. Villaroya
Email	mvillaroya@dishs.tp.edu.tw

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

REFERENCE: Computers for Digital Learners by Phoenix Publishing House Inc., Awakening ICT 2 Using Microsoft Office by Computer Assisted Learning Corporation and Exploring ICT Office Applications with Basic PC Troubleshooting by Computer Assisted Learning Corporation D Whiz in Digital Literacy for Grade 2

REFERENCE/LINKS:

https://en.wikipedia.org/wiki/Word_processor
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
file:///C:/Users/MIT/Desktop/Computers_for_Beginners.pdf
<http://officeskills.org/microsoft-office-tutorials.html>
<https://rustygarnersmith.files.wordpress.com/2015/02/wordpad-tutorial-keyboard-shortcuts-and-exercises-v2.pdf>
<https://www.typing.com/>
<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 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 WordPad, Paint 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
- ✓ **Depoiment** - 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.

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.
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 Modern Computers – How They All Began
Week 2 Aug 18 th to 22 nd	The Different Types of Computers
Week 3 Aug 25 th to 29 th	How Computers Work
Week 4 Sep 1 st to Sep 5 th	How To Take Care of Your Computer
Week 5 Sep 8 th to 12 th	The Elements of a Computer
Week 6 Sep 15 th to Sep 19 th	Parts of a Computer System
Week 7 Sep 22 nd to Sep 26 th	Quarterly Exams

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	The Windows Operating System
Week 2 (11) Oct 20 th to Oct 24 th	Working with Windows
Week 3 (12) Oct 27 th to Oct 31 st	Working with Files and Folders
Week 4 (13) Nov 3 rd to Nov 7 th	Exploring the Internet Using Microsoft Edge
Week 5 (14) Nov 10 th to Nov 14 th	Purpose of the Internet
Week 6 (15) Nov 17 th to Nov 21 st	Internet Precautions and Etiquette
Week 7 (16) Nov 24 th to 28 th	Hands-On Activity (Using the Internet)
Week 9 (17) Dec 1 st to Dec 5 th	Hands-On Activity (Using the Internet)
Dec 13 th to Jan 5 th	Quarterly Exams



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 6 th to Jan 9 th	The Microsoft Paint Application
Week 2 (21) Jan 12 nd to Jan 16 th	Paint Project: Paint Tools
Week 3 (22) Jan 19 th to Jan 23 rd	Paint Project: Text Tools
Week 4 (23) Jan 26 th to Jan 30 th	Paint Project: Select, Copy, Paste, and Edit Objects
Week 5 (24) Feb 2 nd to Feb 6 th	Getting Started with WordPad
Week 6 (25) Feb 9 th to Feb 13 th	WordPad Activity: Formatting Text
Feb 16th to Feb 20th	Chinese New Year
Week 7 (26) Feb 23 rd to Feb 27 th	WordPad Activity: Insert Picture and Time and Date
Week 8 (27) Mar 2 nd to Mar 6 th	Quarterly Exams



Dominican International School
台北市私立道明外僑學校
No. 76, Dazhi Street, Taipei (104042), Taiwan, R.O.C.
10464 臺北市中山區大直街 76 號



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 17 th to Mar 20 th	Debugging in Maze
Week 2 (30) Mar 23 rd to Mar 27 th	Programming with Angry Birds
Mar 30 th to Apr 6 th	Easter Break
Week 3 (31) Apr 7 th to Apr 10 th	Collecting Treasure with Laurel
Week 4 (32) Apr 13 th to Apr 17 th	Loops with Rey and BB-8
Week 5 (33) Apr 20 th to Apr 24 th	Harvesting with Conditionals
Week 5 (34) Apr 27 th to May 1 st	Functions in Minecraft
Week 6 (35) May 4 th to May 8 th	Quarterly Exams