



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



Basic Computer Education

School Year	2025-2026
Subject	ICT
Grade Level	3
Teacher	Mr. Mervin D. Villaroya
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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, paint, and word and scratch programming.

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

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
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>
<https://scratch.mit.edu/>
<https://pinnguaq.com/learn/scratch-basics-series/>

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
- ✓ **Depoiment** - 1/10 of quarterly grade



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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.



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1st QUARTER – TENTATIVE COURSE CONTENT

<i>(NB: Depending on time and interest, the teacher may delete and/or add other selections.)</i>	
Week / Date	Topic / Projects / Assessments
Week 1 Aug 12 th to 15 th	The Basic of the Microsoft Windows Operating System
Week 2 Aug 18 th to 22 nd	The Desktop Environment
Week 3 Aug 25 th to 29 th	The Start Menu
Week 4 Sep 1 st to Sep 5 th	The File Explorer Window
Week 5 Sep 8 th to 12 th	Introduction to the Internet
Week 6 Sep 15 th to Sep 19 th	The Internet Services
Week 7 Sep 22 nd to Sep 26 th	Quarterly Exams

2nd QUARTER – TENTATIVE COURSE CONTENT

<i>(NB: Depending on time and interest, the teacher may delete and/or add other selections.)</i>	
Week / Date	Topic / Projects / Assessments
Week 1 (10) Oct 13 th to Oct 17 th	Getting Started with MS Paint
Week 2 (11) Oct 20 th to Oct 24 th	Paint Activity: Brush Tools
Week 3 (12) Oct 27 th to Oct 31 st	Paint Activity: Shape Tools
Week 4 (13) Nov 3 rd to Nov 7 th	Paint Activity: Adding Text to an Image
Week 5 (14) Nov 10 th to Nov 14 th	Paint Activity: Select, Copy, & Move
Week 6 (15) Nov 17 th to Nov 21 st	Paint Activity: Editing Drawings
Week 7 (16) Nov 24 th to 28 th	Paint Task: This is Me
Week 9 (17) Dec 1 st to Dec 5 th	Quarter Exam
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	Introduction to MS Word
Week 2 (21) Jan 12nd to Jan 16th	Set Documents in Microsoft Word
Week 3 (22) Jan 19th to Jan 23rd	MS Word Activity: Formatting Text
Week 4 (23) Jan 26th to Jan 30th	MS Word Activity: Creating a Bulleted List
Week 5 (24) Feb 2nd to Feb 6th	MS Word Activity: Insert Table
Week 6 (25) Feb 9th to Feb 13th	MS Word Activity: Insert Picture
Feb 16th to Feb 20th	Chinese New Year
Week 7 (26) Feb 23rd to Feb 27th	MS Word Activity: Typing Activity
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	Introduction to the Scratch Working Environment
Week 2 (30) Mar 23rd to Mar 27th	Scratch Task: Deleting a Sprite, Adding a Sprite & Adding a Backdrop
Mar 30th to Apr 6th	Easter Break
Week 3 (31) Apr 7th to Apr 10th	Scratch Task: Make Your Sprite Say Something
Week 4 (32) Apr 13th to Apr 17th	Scratch Task: Make Your Sprite Fly Around
Week 5 (33) Apr 20th to Apr 24th	Scratch Task: Gliding From One Point to Another
Week 5 (34) Apr 27th to May 1st	Scratch Task: Make Your Sprite Move Left, Right, Up, and Down
Week 6 (35) May 4th to May 8th	Quarterly Exam