



Dominican International School

## *ICT 4 Course Syllabus*

*School Year 2026–27*



**Teacher Name:**

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**Teacher/Position:** ICT  
Teacher/ Lower School  
Discipline

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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 the basics of computers. 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 **MS Word** and **MS Publisher**. **Makeblock** combines technology and education and lowers the overall threshold of creation by building a STEAM platform covering mechanics, electronics, and software. Makeblock helps children learn from practical usage of technical devices and thinking training so that they will fear no challenges in the future and grow up as individuals who have critical thinking skills and who are socially responsible.

**REFERENCE:** Desktop Publishing and Computers for Digital Learners by Phoenix Publishing House Inc. Exploring ICT by Computer Assisted Learning Corporation Office Applications with Basic PC Troubleshooting by Computer Assisted Learning Corporation D-Whiz in ICT, Productivity and Entrepreneurial Skills Development 4

### **REFERENCE/LINKS:**

[https://en.wikipedia.org/wiki/Desktop\\_publishing](https://en.wikipedia.org/wiki/Desktop_publishing)

[https://en.wikipedia.org/wiki/Word\\_processor](https://en.wikipedia.org/wiki/Word_processor)

[https://www.quora.com/what\\_are\\_the\\_features\\_of\\_MS-Word](https://www.quora.com/what_are_the_features_of_MS-Word)

[https://www.quora.com/unanswered/whats\\_good\\_in\\_MS-Word?encoded\\_access](https://www.quora.com/unanswered/whats_good_in_MS-Word?encoded_access)

[https://en.m.wikipedia.org/wiki/Microsoft\\_Publisher](https://en.m.wikipedia.org/wiki/Microsoft_Publisher)

<https://www.technopedia/definition/13140/microsoft-publisher>

<http://officeskills.org/microsoft-office-tutorials.html>

<https://edu.gcglobal.org/en/powerpoint2016/>

### **Course Content:**

The students will learn the different ways of editing and formatting documents, controlling commands, putting an order, and proper page layout. The course contains the basic modules concerning the different software such as MS Word, MS Publisher, and MakeBlock.

### **Course Goal**

- Classify the do's and don'ts in the computer laboratory
- Describe what word processing is and explore parts of the Microsoft Word environment.
- Identify the text elements of MS Word.
- Be able to insert pictures commonly used in typing documents
- Be able to insert text box and be able to add text inside of it.
- Define and create a table.
- Demonstrate how to add headers & footers in a document.
- Modify data and design the chart.
- Classify the different keys on the keyboard.
- Demonstrate the proper keyboarding technique.
- Recognize the people and their contributions to the history of publishing.
- Explain the steps in publishing process.
- Be familiar with Microsoft Publisher environment.
- Determine ways of creating a publication.
- Create a flyer that will raise awareness about a certain event or business.
- Use the different publisher guides accordingly when creating a publication.
- Design and create a personalized invitation card using Microsoft Publisher.
- Adding graphics, WordArt, and AutoShapes/ Creating a Christmas Poster
- Creating a Calendar Using a Table
- Appreciate MS PowerPoint as an application that can create organized and neat presentation
- Understand what PowerPoint themes are, their purpose, and how to apply them to enhance presentations.
- Insert pictures and adding transitions into PowerPoint slides and format them to enhance their presentations.
- Insert audio files into PowerPoint slides, manage playback settings, and use audio effectively to enhance their presentations.
- Insert videos into PowerPoint slides, format them, and adjust playback settings to enhance their presentations.
- Understand the purpose of inserting tables in a PowerPoint slide.
- Identify the steps in inserting a table in PowerPoint.
- Demonstrate how to insert and format a table in PowerPoint.
- Create a PowerPoint slide with a properly formatted table based on given data.
- Explain the importance and purpose of using charts in presentations.
- Demonstrate the correct steps in inserting and formatting a chart in PowerPoint.
- Show appreciation for visual data representation and apply creativity in designing charts.

- Learn the basics of creating a PowerPoint presentation, including selecting a theme, adding slides, inserting content, and applying basic formatting.
- Understand the basics of robotics, including what robots are, how they work, and their real-world applications.
- Assemble an Bot robotics kit, identify its main components, and understand its basic functions.
- Learn the basics of block-based coding using mBlock software and program their mBot to perform simple movements and tasks.
- Program the mBot to start and stop based on different Inputs using mBlock block coding.
- Program the mBot to move in a circular path using mBlock block coding.
- Program the mBot to play sounds and simple melodies using mBlock block coding.

### **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
- ✓ **Depoartment** - 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.

# WEEKLY SCHEDULE

## First Quarter Tentative Course Content

| Week & Date                     | Topics / Projects / Assessments                                                                                                                                                        |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Week 1</b><br>Aug 10 - 14    | <b>Monday</b> Class Preparation ~ Student Holiday<br><b>Tuesday</b> Morning Assembly<br><b>Friday</b> Opening Mass & Assumption of Our Lady 8:00<br>Dealing with Word Processing Tools |
| <b>Week 2</b><br>Aug 17 - 21    | <b>MS Word Activity:</b> Text Elements of MS Word                                                                                                                                      |
| <b>Week 3</b><br>Aug 24 - 28    | <b>MS Word Activity:</b> Insert Pictures                                                                                                                                               |
| <b>Week 4</b><br>Aug 31 - Sep 4 | <b>MS Word Activity:</b> Text Box                                                                                                                                                      |
| <b>Week 5</b><br>Sep 7 - 11     | <b>MS Word Activity:</b> Tables                                                                                                                                                        |
| <b>Week 6</b><br>Sep 14 - 18    | <b>MS Word Activity:</b> Charts                                                                                                                                                        |
| <b>Week 7</b><br>Sep 21 - 25    | <b>T-W-Th</b> Pre-Exam Days<br><b>Friday</b> Moon Festival ~ Public Holiday<br>ICT Quarterly Exams                                                                                     |
| <b>Week 8</b><br>Sep 28 - Oct 2 | <b>Monday</b> Confucius' Birthday ~ Public Holiday<br><b>Thursday</b> Major Exams Day 1<br><b>Friday</b> Major Exams Day 2                                                             |
| <b>Week 9</b><br>Oct 5 - 9      | <b>Monday</b> Record Day ~ Student Holiday<br><b>T-W-Th</b> Teachers Conference ~ Student Holiday<br><b>Friday</b> Double 10 Day ~ Public Holiday                                      |

## Second Quarter Tentative Course Content

| Week & Date                            | Topics / Projects / Assessments                                                                                                                                                                                                           |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Week 1 (10)</b><br>Oct 12 - 16      | A Brief History of Publishing                                                                                                                                                                                                             |
| <b>Week 2 (11)</b><br>Oct 19 - 23      | Steps of Publishing Process/ Introduction to Microsoft Publisher                                                                                                                                                                          |
| <b>Week 3 (12)</b><br>Oct 26 - 30      | <b>Monday</b> Retrocession Day ~ Public Holiday<br>Ways to Create a Publication                                                                                                                                                           |
| <b>Week 4 (13)</b><br>Nov 2 - 6        | <b>Publisher Activity:</b> Using the Publisher Guides                                                                                                                                                                                     |
| <b>Week 5 (14)</b><br>Nov 9 - 13       | <b>Publisher Activity:</b> Inserting Text Boxes                                                                                                                                                                                           |
| <b>Week 6 (15)</b><br>Nov 16 - 20      | <b>Publisher Activity:</b> Adding Graphics, WordArt, and AutoShapes                                                                                                                                                                       |
| <b>Week 7 (16)</b><br>Nov 23 - 27      | <b>T-W-Th</b> Pre-Exam Days<br><b>Friday</b> Grade 12 Exams<br><b>Publisher Activity:</b> Creating a Calendar Using Tables                                                                                                                |
| <b>Week 8 (17)</b><br>Nov 30 - Dec 4   | <b>Monday</b> Grade 12 Exams<br>ICT Quarterly Exams                                                                                                                                                                                       |
| <b>Week 9 (18)</b><br>Dec 7 - Dec 11   | <b>Monday</b> TBD<br><b>Tuesday</b> Foundation Day Mass 9:00, Cutting of the Cake Ceremony, Christmas Fair, (Whole day)<br><b>Wednesday</b> TBD<br><b>Thursday</b> Major Final Exams half day<br><b>Friday</b> Major Final Exams half day |
| <i>Dec 14 to Jan 1 Christmas Break</i> |                                                                                                                                                                                                                                           |

### Third Quarter Tentative Course Content

| Week & Date                                      | Topics / Projects / Assessments                                                                                                                                      |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Week 1 (19)</b><br>Jan 4 – Jan 8              | <b>Monday</b> Record Day ~ Student Holiday<br><b>Friday</b> New Year Mass at 8:00<br>Introduction to MS PowerPoint                                                   |
| <b>Week 2 (20)</b><br>Jan 11 – Jan 15            | <b>PowerPoint Activity:</b> Text Basics and Applying Themes                                                                                                          |
| <b>Week 3 (21)</b><br>Jan 18 – Jan 22            | <b>PowerPoint Activity:</b> Insert and Format Pictures/ Applying Transition                                                                                          |
| <b>Week 4 (22)</b><br>Jan 25 – Jan 29            | <b>PowerPoint Activity:</b> Inserting Audio in PowerPoint                                                                                                            |
| <b>Week 5 (23)</b><br>Feb 1 – Feb 5              | <b>Thursday</b> Little New Year's Eve ~ Public Holiday<br><b>Friday</b> Lunar New Year ~ Public Holiday<br><b>PowerPoint Activity:</b> Inserting Video in PowerPoint |
| <i>February 8 to 12 Chinese New Year Holiday</i> |                                                                                                                                                                      |
| <b>Week 6 (24)</b><br>Feb 15 – Feb 19            | <b>PowerPoint Activity:</b> Inserting Table in PowerPoint Presentation                                                                                               |
| <b>Week 7 (25)</b><br>Feb 22 – Feb 26            | <b>22-26</b> IOWA Assessments<br><b>PowerPoint Activity:</b> Inserting Chart in PowerPoint Presentation                                                              |
| <b>Week 8 (26)</b><br>Mar 1 – Mar 5              | <b>Monday</b> Memorial Day ~ Public Holiday<br><b>T-W-Th</b> Pre-Exam Days<br><b>PowerPoint Project:</b> Creating a Sample PowerPoint Presentation                   |
| <b>Week 9 (27)</b><br>Mar 8 – Mar 12             | ICT Quarterly Exams                                                                                                                                                  |

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|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Week 10 (28)</b><br><b>Mar 15 – Mar 19</b>        | ICT Completion                                                                                                                                                                   |
| <b>Week 11 (29)</b><br><b>Mar 22– Mar 26</b>         | <b>Tuesday</b> <b>Major Final Exams half day</b><br><b>Wednesday</b> <b>Major Final Exams half day</b><br><b>Thurs – Fri</b> <b>Easter Break (Spring Break) ~ Public Holiday</b> |
| <i>March 25 to April 2 Easter &amp; Spring Break</i> |                                                                                                                                                                                  |

## FOURTH QUARTER

The Robotics curriculum opens the exciting world of computer science and robotics to lower school students in a fun and practical way. The lessons are constructed from hundreds of hours of actual lower school classroom experience. The learning activities are created from fun robotic projects which are designed to be inspiring and engaging, helping students see computing and technology as an important part of their world. The activities are designed with a focus on problem-based learning, creativity, exploration, critical thinking and problem-solving. Learn computer programming concepts and develop Scratch coding skills. Study the basic elements of algorithms such as sequence, decision, and iteration. Learn about using pseudocode, flowcharts and block diagrams. Develop programs with variables, loops, conditional instructions, and functions. Learn how to assemble mBot and understand basic robot system components. Use the scientific method to perform characterization studies of mBot sensor operation. Learn about robotic command and control programs by designing a state machine. Design an integrated, multi-input/output, robotic control program using the mBot RGB LEDs, Piezo Buzzer, Motors (**Forward, Right Turn, Left Turn, Backwards**), Ultrasonic Sensor, Line Follower Sensor, Light Detector Sensor. Explore the Software Development Life Cycle and learn about brainstorming, project planning and the importance of reuse in technology development. Teaching materials for the course come from textbooks, classroom lectures, newspapers, journals, medical newsletters, videos, and the internet.

### REFERENCE:

- mBot Discovery: Learn & Teach Robotics In 12 Fun Lessons, by David Romano

### REFERENCE/LINKS:

- [https://www.amazon.com/mBot-Discovery-Learn-Robotics-Lessons/dp/0692139435/ref=sr\\_1\\_fkmro\\_1?keywords=mBot+discovery+LEVEL+1&qid=1566007201&s=gateway&sr=8-1-fkmro](https://www.amazon.com/mBot-Discovery-Learn-Robotics-Lessons/dp/0692139435/ref=sr_1_fkmro_1?keywords=mBot+discovery+LEVEL+1&qid=1566007201&s=gateway&sr=8-1-fkmro)

Our school website: <http://www.dishs.tp.edu.tw/>

## Course Goal

- The students will learn about using pseudocode, flowcharts and block diagrams.
- The students will develop programs with variables, loops, conditional instructions, and functions.
- The students will learn how to assemble mBot and understand basic robot system components.
- The students will use the scientific method to perform characterization studies of mBot sensor operation.
- The students will learn about robotic command and control programs by designing a state machine.
- The students will design an integrated, multi-input/output, robotic control program using the mBot RGB LEDs, Piezo Buzzer, Motors (Forward, Right Turn, Left Turn, Backwards), Ultrasonic Sensor, Line Follower Sensor, Light Detector Sensor.
- The students will explore the Software Development Life Cycle and learn about brainstorming, project planning and the importance of reuse in technology development.

### Fourth Quarter Tentative Course Content

| Week & Date                           | Topics / Projects / Assessments                                                                                                |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <b>Week 1 (30)</b><br>Apr 5 - Apr 9   | <b>Monday</b> Tomb Sweeping Day ~ Public Holiday<br><b>Tuesday</b> Children's Day ~ Public Holiday<br>Introduction to Robotics |
| <b>Week 2 (31)</b><br>Apr 12 - Apr 16 | MBot Assemble                                                                                                                  |
| <b>Week 3 (32)</b><br>Apr 19 - Apr 23 | <b>19 - 23</b> AP Mock Exams<br><b>Block Coding Program (MBot)</b>                                                             |
| <b>Week 4 (33)</b><br>Apr 26 - Apr 30 | <b>T-W-Th</b> Pre-Exam Days<br><b>Friday</b> Labor Day ~ Public Holiday<br><b>Make Block:</b> Stop and Go                      |
| <b>Week 5 (34)</b><br>May 3 - May 7   | <b>3 - 7</b> Final Exams (K, Gr. 5, 8, & 12 Only)<br><b>3 - 14</b> AP Exams                                                    |

|                                       |                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                       | ICT Quarterly Exams                                                                                                                                                                                                                                                                                                         |
| <b>Week 6 (35)</b><br>May 10 – May 14 | <b>3 – 14</b> AP Exams<br><b>Wednesday</b> Major Final Exams Undergraduates half day<br><b>Thursday</b> Major Final Exams Undergraduates half day<br><b>Friday</b> Record Day ~ Student Holiday                                                                                                                             |
| <b>Week 7 (36)</b><br>May 17 – May 21 | <b>Monday</b> Gr. 12 Recollection (Morning)<br><b>Monday</b> Baccalaureate Mass (Afternoon, Schoolwide)<br><b>Wednesday</b> House Sports Day<br><b>Thursday</b> High School Field Trip<br><b>Friday</b> House Culminating Activity<br><b>All Week</b> Student Clearance Days & Special Events                               |
| <b>Week 8 (37)</b><br>May 24 – May 28 | <b>Monday</b> Middle & High School Sports Day<br><b>Monday</b> LS Field Trip<br><b>Tuesday</b> Kindergarten Graduation/Gr. 5 Promotion<br><b>Wednesday</b> Gr. 8 Graduation and Gr. 12 Graduation<br><b>Thursday</b> Pre-Kindergarten & Gr. 1 – 4, 6 & 7, 9–11 Recognition<br><b>Friday</b> Last Day of School for Students |