



Dominican International School

ICT 3 Course Syllabus

School Year 2026–27



Teacher Name:

Mr. Mervin Villaroya

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 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: Level Up Through Digital Discoveries 3 Mc Graw Hill, 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 and scratch.mit.edu

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

- ✓ Identify devices to store files.
- ✓ Identify how various input devices work.
- ✓ Choose the right device to store files based on the type and size of the data. Identify different types of printers.
- ✓ Identify different interactive devices.
- ✓ Interact with a computer using input devices, like touchpads or touchscreens.
- ✓ Define what a desktop environment is.
- ✓ Identify the main parts of the desktop environment.
- ✓ Describe the purpose of desktop icons, the taskbar, Start menu, and other desktop features.
- ✓ Demonstrate basic navigation of the desktop environment.
- ✓ Define what the Start Menu is.
- ✓ Identify the main features of the Start Menu.
- ✓ Explain the purpose of the Start Menu.
- ✓ Use the Start Menu to find and open applications.
- ✓ Use the Search feature to find programs or files.
- ✓ Identify what robots are and how they help us in our daily lives.
- ✓ Identify the different types of robots and how they work. Type and format their text to make it clear and easy to read.
- ✓ Highlight text and use symbols.
- ✓ Use basic navigation tools like “Find” and “Zoom”.
- ✓ Align text for better presentation. Organize their writing into paragraphs.
- ✓ Use bullets and numbers to create a list.
- ✓ Align text for better presentation. Check their text for spelling and grammar mistakes.
- ✓ Explain why it is important to review and save their work. Start Microsoft PowerPoint and create a new presentation.
- ✓ Add text and organize it on slides to present their ideas.
- ✓ Illustrate their presentation interesting using pictures and picture styles.
- ✓ Access the Internet using web browser.
- ✓ Search information using search engines.
- ✓ Find trusted websites. Respect the works created by others on the Internet.
- ✓ Behave respectfully online.
- ✓ Protect the computer and stay safe on the Internet.

- ✓ Identify how the Internet improves everyday life.
- ✓ Identify how Artificial Intelligence tools help make the Internet faster and smarter.
- ✓ Identify what email is and why it's important.
- ✓ Identify what an email address is and what its parts are.
- ✓ Identify how email is different from other forms of communication.
- ✓ Create and send an email.
- ✓ Create, send, and reply to an email.
- ✓ Delete emails.
- ✓ Identify safe and unsafe emails and protect themselves.
- ✓ Identify what algorithms are and how to use them to solve the problems.
- ✓ Compare different algorithms and choose the best one for their purpose.
- ✓ Identify the basic elements of the Scratch environment.
- ✓ Break a problem into steps. Use scripts in Scratch.
- ✓ Use coding blocks to control sprite actions.
- ✓ Break a problem into steps.
- ✓ Use the loops to control the flow of a script.
- ✓ Identify why it is important to respect the work of others.
- ✓ Break a problem into steps.
- ✓ Use loops to control the flow of a script.
- ✓ Create drawings using coding blocks.
- ✓ Use Motion blocks to move a sprite in Scratch.
- ✓ Use the Pen extension to draw lines or create a simple basketball court.
- ✓ Add Sound blocks to make the animation more engaging.
- ✓ Arrange Scratch blocks in the correct step-by-step sequence.
- ✓ Create a simple animation in which the Cat sprite moves toward the basketball and scores.
- ✓ Demonstrate problem-solving, creativity, planning, and sequencing skills.
- ✓ Create an interactive game using Scratch programming blocks.
- ✓ Control a sprite's movement using keyboard events.
- ✓ Program objects to move and interact using coordinates.
- ✓ Use variables to keep track of scores.
- ✓ Apply conditions to detect when the egg is caught.
- ✓ Test, debug, and improve their game design.

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.

WEEKLY SCHEDULE

First Quarter Tentative Course Content

Week & Date	Topics / Projects / Assessments
Week 1 Aug 10 - 14	Monday Class Preparation ~ Student Holiday Tuesday Morning Assembly Friday Opening Mass & Assumption of Our Lady 8:00 Storage
Week 2 Aug 17 - 21	Print
Week 3 Aug 24 - 28	Capture
Week 4 Aug 31 - Sep 4	Interacting
Week 5 Sep 7 - 11	The Desktop Environment
Week 6 Sep 14 - 18	The Start Menu
Week 7 Sep 21 - 25	T-W-Th Pre-Exam Days Friday Moon Festival ~ Public Holiday ICT Quarterly Exams
Week 8 Sep 28 - Oct 2	Monday Confucius' Birthday ~ Public Holiday Thursday Major Exams Day 1 Friday Major Exams Day 2
Week 9 Oct 5 - 9	Monday Record Day ~ Student Holiday T-W-Th Teachers Conference ~ Student Holiday Friday Double 10 Day ~ Public Holiday

Second Quarter Tentative Course Content

Week & Date	Topics / Projects / Assessments
Week 1 (10) Oct 12 – 16	Robots in our Daily Lives
Week 2 (11) Oct 19 – 23	Working with Text
Week 3 (12) Oct 26 – 30	Monday Retrocession Day ~ Public Holiday Paragraph Formatting
Week 4 (13) Nov 2 – 6	Checking and Saving
Week 5 (14) Nov 9 – 13	All About Slides
Week 6 (15) Nov 16 – 20	Inserting Text
Week 7 (16) Nov 23 – 27	T-W-Th Pre-Exam Days Friday Grade 12 Exams Inserting Pictures
Week 8 (17) Nov 30 – Dec 4	Monday Grade 12 Exams ICT Quarterly Exams
Week 9 (18) Dec 7 – Dec 11	Monday TBD Tuesday Foundation Day Mass 9:00, Cutting of the Cake Ceremony, Christmas Fair, (Whole day) Wednesday TBD Thursday Major Final Exams half day Friday Major Final Exams half day
<i>Dec 14 to Jan 1 Christmas Break</i>	

Third Quarter Tentative Course Content

Week & Date	Topics / Projects / Assessments
Week 1 (19) Jan 4 - Jan 8	Monday Record Day ~ Student Holiday Friday New Year Mass at 8:00 Search for the Information
Week 2 (20) Jan 11 - Jan 15	Knowledge Treasure Sites
Week 3 (21) Jan 18 - Jan 22	Online Behavior
Week 4 (22) Jan 25 - Jan 29	Our Life with Internet
Week 5 (23) Feb 1 - Feb 5	Thursday Little New Year's Eve ~ Public Holiday Friday Lunar New Year ~ Public Holiday My Email
<i>February 8 to 12 Chinese New Year Holiday</i>	
Week 6 (24) Feb 15 - Feb 19	Send a Message
Week 7 (25) Feb 22 - Feb 26	22-26 IOWA Assessments Read and Reply
Week 8 (26) Mar 1 - Mar 5	Monday Memorial Day ~ Public Holiday T-W-Th Pre-Exam Days Email Safety
Week 9 (27) Mar 8 - Mar 12	ICT Quarterly Exams
Week 10 (28) Mar 15 - Mar 19	ICT Completion

Week 11 (29) Mar 22– Mar 26	Tuesday Major Final Exams half day Wednesday Major Final Exams half day Thurs – Fri Easter Break (Spring Break) ~ Public Holiday
<i>March 25 to April 2 Easter & Spring Break</i>	

Fourth Quarter Tentative Course Content

Week & Date	Topics / Projects / Assessments
Week 1 (30) Apr 5 – Apr 9	Monday Tomb Sweeping Day ~ Public Holiday Tuesday Children’s Day ~ Public Holiday Scratch Basics
Week 2 (31) Apr 12 – Apr 16	Using the Blocks
Week 3 (32) Apr 19 – Apr 23	19 – 23 AP Mock Exams Loops in Scratch
Week 4 (33) Apr 26 – Apr 30	T-W-Th Pre-Exam Days Friday Labor Day ~ Public Holiday Create Drawings
Week 5 (34) May 3 – May 7	3 – 7 Final Exams (K, Gr. 5, 8, & 12 Only) 3 – 14 AP Exams ICT Quarterly Exams
Week 6 (35) May 10 – May 14	3 – 14 AP Exams Wednesday Major Final Exams Undergraduates half day Thursday Major Final Exams Undergraduates half day Friday Record Day ~ Student Holiday
Week 7 (36) May 17 – May 21	Monday Gr. 12 Recollection (Morning) Monday Baccalaureate Mass (Afternoon, Schoolwide) Wednesday House Sports Day Thursday High School Field Trip Friday House Culminating Activity

	All Week Student Clearance Days & Special Events
Week 8 (37) May 24 – May 28	Monday Middle & High School Sports Day Monday LS Field Trip Tuesday Kindergarten Graduation/Gr. 5 Promotion Wednesday Gr. 8 Graduation and Gr. 12 Graduation Thursday Pre-Kindergarten & Gr. 1 – 4, 6 & 7, 9–11 Recognition Friday Last Day of School for Students