



Dominican International School

Basic Computer Education Pre Kinder

Grade Level: Pre K
1 Year, 1 Credit

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SY: 2024-2025

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 Parts of the Computer, Basic and Proper Usage of the Internet, Keyboarding, and Mouse Skills.

REFERENCE: Computers for Digital Learners Copyright 2017 by Phoenix Publishing House Inc., D Whiz in Basic Computing Skills for Grade 1 and Exploring ICT Office Applications with Basic PC Troubleshooting Copyright 2012 by Computer Assisted Learning Corporation Edition 2014

REFERENCE/LINKS: [en.wikipedia.org/wiki/Word Processing](https://en.wikipedia.org/wiki/Word_Processing)

<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

file:///C:/Users/MIT/Desktop/Computers_for_Beginners.pdf

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

<https://www.medford.k12.nj.us/page/1479>

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

Course Content:

The students will learn the parts of the computer, the main parts of the computers and its functions, taking care of their computers, using properly mouse and keyboard, basic and proper usage of the internet, learning how to use different applications with the aid of ABCYA. The course contains the basic modules concerning the different software and Paint.

Course Goal

- 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 perform the following actions in WordPad and Paint: inserting, coloring, and resizing shapes added to 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.

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:

- The students will need to bring a flash drive (USB drive) to save their works (if needed)

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 (a sealable water bottle is okay). (if needed)
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 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.

SUBJECT: ICT

1st SEMESTER – 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 16 th	Intro to I.C.T. Class
Week 2 Aug 19 th to 23 th	Identify Computer Parts
Week 3 Aug 26 th to 30 th	Introduction to Mouse
Week 4 Sept 2 nd to 6 th	Mouse Usage - 1 Alphabet Bubbles
Week 5 Sep 9 th to 13 th	Mouse Usage - 2 Make a Cookie
Week 6 Sep 16 th to 20 th	Mouse Usage - 3 Make a Pizza
Week 7 Sep 23 rd to 27 th	Mouse Usage - 4 ABC & 123 Magnets
Week 8 Sep 30 th to Oct 4 th	Mouse Usage - 4 ABC & 123 Magnets (continuation)
Week 9 Oct 7 th to 12 th	Practical Assessment

1st SEMESTER – 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 4th to 18th	Mouse Usage - 5 Alphabetical Orders
Week 2 (11) Oct 21st to 25th	Mouse Usage - 6 Alphabet Slide Puzzle
Week 3 (12) Oct 28th to Nov 1st	Mouse Usage - 7 Shapes
Week 4 (13) Nov 4th to 8th	Take a Trip
Week 5 (14) Nov 11th to 15th	Make an Ice Cream Sundae
Week 6 (15) Nov 18th to 22nd	Make a Cup Cake
Week 7 (16) Nov 25th to 29th	ABC Paint
Week 8 (17) Dec 2nd to 6th	Make a Christmas Tree
Week 9 (18) Dec 9th to 13th	Practical Assessment
	Christmas Break