



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	4
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 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/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_Publisher
<https://www.technopedia/definition/13140/microsoft-publisher>
<http://officeskills.org/microsoft-office-tutorials.html>
<https://edu.gcfglobal.org/en/powerpoint2016/>

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



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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

- The students will learn the fundamentals of computers
- The students will learn how to use the “ribbon” in MS Word, and MS Publisher
- The students will learn how to edit and format texts or documents
- The students will learn how to use different functions in MS Word, and MS Publisher that would enhance the outcome of the typed text/document
- The students will learn how to insert pictures and tables in MS Word, and MS Publisher
- The students will learn how to layout pages
- The students will learn how to use simple templates in MS Publisher
- The students will learn how to create a simple publication
- The students will learn to produce positive and constructive interactions among the group members
- The students will learn to enhance further their skills in applying the different software
- The students will learn how to organize their ideas in creating the desired outcome
- The students will learn to explore and solve real-life problems in the form of projects, thus enhancing their logical thinking, creativity, teamwork skills, and other abilities.
- 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
- ✓ **Deportment** - 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.



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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

<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	Dealing with Word Processing Tools
Week 2 Aug 18 th to 22 nd	MS Word Activity: Text Elements of MS Word
Week 3 Aug 25 th to 29 th	MS Word Activity: Insert Pictures
Week 4 Sep 1 st to Sep 5 th	MS Word Activity: Text Box
Week 5 Sep 8 th to 12 th	MS Word Activity: Tables
Week 6 Sep 15 th to Sep 19 th	MS Word Activity: Charts
Week 7 Sep 22 nd to Sep 26 th	Quarterly Exams



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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	A Brief History of Publishing
Week 2 (11) Oct 20 th to Oct 24 th	Steps of Publishing Process/ Introduction to Microsoft Publisher
Week 3 (12) Oct 27 th to Oct 31 st	Ways to Create a Publication
Week 4 (13) Nov 3 rd to Nov 7 th	Publisher Activity: Using the Publisher Guides
Week 5 (14) Nov 10 th to Nov 14 th	Publisher Activity: Inserting Text Boxes
Week 6 (15) Nov 17 th to Nov 21 st	Publisher Activity: Adding Graphics, WordArt, and AutoShapes
Week 7 (16) Nov 24 th to 28 th	Publisher Activity: Creating a Calendar Using Tables
Week 9 (17) Dec 1 st to Dec 5 th	Quarterly Exams
Dec 13 th to Jan 5 th	Christmas Break

3rd 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 (20) Jan 6 th to Jan 9 th	Introduction to MS PowerPoint
Week 2 (21) Jan 12 nd to Jan 16 th	PowerPoint Activity: Text Basics and Applying Themes
Week 3 (22) Jan 19 th to Jan 23 rd	PowerPoint Activity: Insert and Format Pictures/ Applying Transition



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Week 4 (23) Jan 26 th to Jan 30 th	PowerPoint Activity: Inserting Audio in PowerPoint
Week 5 (24) Feb 2 nd to Feb 6 th	PowerPoint Activity: Inserting Video in PowerPoint
Week 6 (25) Feb 9 th to Feb 13 th	PowerPoint Activity: Inserting Table in PowerPoint Presentation
Feb 16 th to Feb 20 th	Chinese New Year
Week 7 (26) Feb 23 rd to Feb 27 th	PowerPoint Activity: Inserting Chart in PowerPoint Presentation
Week 8 (27) Mar 2 nd to Mar 6 th	Quarterly Exam
	PowerPoint Project: Creating a Sample PowerPoint Presentation

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_fkmr0_1?keywords=mBot+discovery+LEVEL+1&qid=1566007201&s=gateway&sr=8-1-fkmr0



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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.

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	Introduction to Robotics
Week 2 (30) Mar 23 rd to Mar 27 th	mBot Assemble
Mar 30 th to Apr 6 th	Easter Break
Week 3 (31) Apr 7 th to Apr 10 th	Block Coding Program (mBot)
Week 4 (32) Apr 13 th to Apr 17 th	Make Block: Stop and Go
Week 5 (33) Apr 20 th to Apr 24 th	Make Block: Move In Circle
Week 5 (34) Apr 27 th to May 1 st	Make Block: Play Music
Week 6 (35) May 4 th to May 8 th	Quarterly Exams