



## Basic Computer Education

School Year	2025-2026
Subject	ICT
Grade Level	5
Teacher	Mr. Mervin D. Villaroya
Email	mvillaroya@dishs.tp.edu.tw

### Course Description:

**Computer Education II** 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 Excel**. **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. Excel Quick Thompson South- Western 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 5

### **REFERENCE/LINKS:**

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

[https://en.wikipedia.org/wiki/Slide\\_show](https://en.wikipedia.org/wiki/Slide_show)

[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\\_Excel](https://en.m.wikipedia.org/wiki/Microsoft_Excel)

<https://www.greycampus.com/opencampus/ms-excel/what-is-ms-excel>

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

<https://midnightmusic.com/2020/01/8-creative-canva-projects-you-can-do-with-your-students-in-the-classroom/>

<https://www.makeuseof.com/best-canva-projects-for-kids/>

<https://d31kydh6n6r5j5.cloudfront.net/uploads/sites/158/2020/06/Canva-Userguide.pdf>

<https://edu.qcglobal.org/en/excel2016/>

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



### **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 different software such as MS Word, MS Excel, 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 Excel
- The students will learn how to edit and format texts, documents, and spreadsheets
- The students will learn how to use different functions in MS Word 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 Excel
- The students will learn how to layout pages, slides and spreadsheet
- The students will learn how to create simple tables in a spreadsheet
- 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 how create simple graphic design that can be published anytime and anywhere
- 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.

### **Grading Criteria:**

The quarterly grade will be awarded for all student work based on the following criteria:

- ✓ **Class participation and Seatwork** - 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.

**1st QUARTER – TENTATIVE COURSE CONTENT**

<i>(NB: Depending on time and interest, the teacher may delete and/or add other selections.)</i>	
<b>Week / Date</b>	<b>Topic / Projects / Assessments</b>
<b>Week 1</b> <b>Aug 12<sup>th</sup> to 15<sup>th</sup></b>	Refresh Word Processing Skills Using Microsoft Word
<b>Week 2</b> <b>Aug 18<sup>th</sup> to 22<sup>nd</sup></b>	<b>MS Word Activity:</b> Creating & Saving a Document
<b>Week 3</b> <b>Aug 25<sup>th</sup> to 29<sup>th</sup></b>	<b>MS Word Activity:</b> Tables
<b>Week 4</b> <b>Sep 1<sup>st</sup> to Sep 5<sup>th</sup></b>	<b>MS Word Activity:</b> Format Text in MS Word Document
<b>Week 5</b> <b>Sep 8<sup>th</sup> to 12<sup>th</sup></b>	<b>MS Word Activity:</b> Text Boxes
<b>Week 6</b> <b>Sep 15<sup>th</sup> to Sep 19<sup>th</sup></b>	<b>MS Word Activity:</b> Pictures & Shapes
<b>Week 7</b> <b>Sep 22<sup>nd</sup> to Sep 26<sup>th</sup></b>	Quarterly Exams
	<b>MS Word Project:</b> Class Book of Friends



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



## **2<sup>nd</sup> QUARTER – TENTATIVE COURSE CONTENT**

<i>(NB: Depending on time and interest, the teacher may delete and/or add other selections.)</i>	
<b>Week / Date</b>	<b>Topic / Projects / Assessments</b>
<b>Week 1 (10)</b> <b>Oct 13<sup>th</sup> to Oct 17<sup>th</sup></b>	Introduction to Canva
<b>Week 2 (11)</b> <b>Oct 20<sup>th</sup> to Oct 24<sup>th</sup></b>	<b>Canva Activity:</b> Get to Know Me
<b>Week 3 (12)</b> <b>Oct 27<sup>th</sup> to Oct 31<sup>st</sup></b>	<b>Canva Activity:</b> Event Poster
<b>Week 4 (13)</b> <b>Nov 3<sup>rd</sup> to Nov 7<sup>th</sup></b>	<b>Canva Activity:</b> Fill Text with Photo/Videos
<b>Week 5 (14)</b> <b>Nov 10<sup>th</sup> to Nov 14<sup>th</sup></b>	<b>Canva Activity:</b> Lesson Presentation
<b>Week 6 (15)</b> <b>Nov 17<sup>th</sup> to Nov 21<sup>st</sup></b>	<b>Canva Activity:</b> Create a GIF
<b>Week 7 (16)</b> <b>Nov 24<sup>th</sup> to 28<sup>th</sup></b>	<b>Canva Activity:</b> Quiz Presentation
<b>Week 9 (17)</b> <b>Dec 1<sup>st</sup> to Dec 5<sup>th</sup></b>	Quarterly Exams
<b>Dec 13<sup>th</sup> to Jan 5<sup>th</sup></b>	<b>Christmas Break</b>

## **3<sup>rd</sup> QUARTER – TENTATIVE COURSE CONTENT**

<i>(NB: Depending on time and interest, the teacher may delete and/or add other selections.)</i>	
<b>Week / Date</b>	<b>Topic / Projects / Assessments</b>
<b>Week 1 (20)</b> <b>Jan 6<sup>th</sup> to Jan 9<sup>th</sup></b>	Getting Started with Excel
<b>Week 2 (21)</b> <b>Jan 12<sup>nd</sup> to Jan 16<sup>th</sup></b>	<b>MS Excel Activity:</b> Cell Basics
<b>Week 3 (22)</b> <b>Jan 19<sup>th</sup> to Jan 23<sup>rd</sup></b>	<b>MS Excel Activity:</b> Formatting Cells



Week 4 (23) Jan 26 <sup>th</sup> to Jan 30 <sup>th</sup>	<b>MS Excel Activity: Intro to Formulas</b>
Week 5 (24) Feb 2 <sup>nd</sup> to Feb 6 <sup>th</sup>	<b>MS Excel Activity: Functions</b>
Week 6 (25) Feb 9 <sup>th</sup> to Feb 13 <sup>th</sup>	<b>MS Excel Activity: Table</b>
Feb 16 <sup>th</sup> to Feb 20 <sup>th</sup>	Chinese New Year
Week 7 (26) Feb 23 <sup>rd</sup> to Feb 27 <sup>th</sup>	<b>MS Excel Activity: Charts</b>
Week 8 (27) Mar 2 <sup>nd</sup> to Mar 6 <sup>th</sup>	Quarterly Exam

## 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, 2018 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](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)



## 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 <sup>th</sup> to Mar 20 <sup>th</sup>	Reintroduction to Make Block Coding Program
Week 2 (30) Mar 23 <sup>rd</sup> to Mar 27 <sup>th</sup>	<b>Make Block:</b> Line Follower
Mar 30 <sup>th</sup> to Apr 6 <sup>th</sup>	Easter Break
Week 3 (31) Apr 7 <sup>th</sup> to Apr 10 <sup>th</sup>	<b>Make Block:</b> Light Sensor
Week 4 (32) Apr 13 <sup>th</sup> to Apr 17 <sup>th</sup>	<b>Make Block:</b> Move-In Square
Week 5 (33) Apr 20 <sup>th</sup> to Apr 24 <sup>th</sup>	<b>Make Block:</b> Changing Lights
Week 6 (34) Apr 27 <sup>th</sup> to May 1 <sup>st</sup>	<b>Make Block:</b> Dancing MBot
Week 7 (35) May 4 <sup>th</sup> to May 8 <sup>th</sup>	Quarterly Exams