St. Joseph Rayong School
Course Outline

Unit	Week No.	Content/ Grammar	Reading/ Phonics	Projects / Graded Assignments	Exam Content	Government Objectives
1 DATA	1	**Data**	information, use, importance, keep	N/A	N/A	S3.O3.1: Tell the data of interest and sources of data around them
		Tell what information is				
		Learning Activities: Making a list of storage devices				
2 KNOW YOUR COMPUTER	2	**KNOW YOUR COMPUTER**	storage, disk, picture, video,	Worksheets Coursework Score	N/A	Strand 3:O3.1:3 Tell the names and functions of basic instruments forming major components of a computer.
		Storage of information				
	3	Tell what a computer is				
	4	Outline the major components of a computer				
		Learning Activities: Outlining the different parts of computer				
	5	**COMPUTER PARTS**	mouse, monitor, CPU, keyboard, printer, speaker, usb port, CD rom	N/A	N/A	
		Tell the different parts of computer				
		Learning Activities: Exploring the basic parts of computer				
	6	**COMPUTER FUNCTIONS**				
	7	Tell the different functions of each part of computer		N/A	N/A	
		Learning Activities: Outlining the different use of computer				
3 THE MOUSE	8	The use of mouse	mouse, click, move, button, left, right, scroll	Individual return demonstration on how to use the mouse	Return demonstration about the use of mouse(Coursework Score)	N/A
	9	**Learning Activities: Practicing how to hold a mouse**				

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Review for Midterm	10	**PRACTICAL TEST**	Practical Test: Identifying basic parts of computer and their functions.			
	11	MIDTERM EXAMINATION				

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4 KEYBOARD	12	**KEYBOARD**	keyboard, part, hands, position, special	N/A	Basic Typing asdf, jkl (Coursework Score)	S3.O3.1:2 Tell the benefits of information technology instruments
		Learn to tell the different parts of keyboard				
		Learning Activities: Coloring a name of the specialized parts of a keyboard				
		Hands and finger positioning on a keyboard		N/A	Typing Both Hands	N/A
	13	How to position hands and figures on a keyboard				
	14	**Learning Activities: Practicing how to position hands on a keyboard**				
5 MS WORD	15	**MS WORD**	application, parts, tool bar, sizing, font, text, color	N/A	N/A	N/A
	16	Applications and components.				
	17	Using the tool bar, paper sizing, and font size				
		Learning Activities: Exploring the basic parts of MS word				
		MS WORD	fonts, color, style, letters	N/A	N/A	S3.O3.1:2 Tell the benefits of information technology instruments
	18	Formatting text color				
	19	Changing font style				
		Learning Activities: Practicing on how to use the basic toolbar				
Final Test	20	**Practical Test:** Create a word document describing about themselves.				