St. Joseph Rayong School
Course Outline

Unit Name and Number	Week No.	Content Headings	Key Sub-Topics / Context / Vocabulary	Projects / Graded Assignments	Question Style for Exam	Justification for Exam Content: Bloom's Taxonomy	Government Objectives
1 MS Word Inteface	1	Components of MS Word 2007 windows. **Activities: Opening MS word program.**	Office button, quick access, toolbar, title bar, ribbon, ruler, status bar, scroll bars, and work area.	n/a	Practical Test	**Apply** Students must be able to operate and demonstrate how to open MS word programme.	S2:O2.1:1. Make simple toys and utensils by identifying problems or needs, collecting data, designing by transforming ideas into a two dimentional sketch, comstructing and evaluating. **(To help students explore MS word program and to be able type a document)**
	2	Inserting text in a document. **Activities: Students will insert 5 words about themselves.**	Cursor, cut, copy, and paste. Selecting text using the mouse.	n/a	Practical Test	**Apply** Students must be able to operate and demonstrate how to select and edit text in a document.	

Unit Name and Number	Week No.	Content Headings	Key Sub-Topics / Context / Vocabulary	Projects / Graded Assignments	Question Style for Exam	Justification for Exam Content: Bloom's Taxonomy	Government Objectives
	3	Selecting Text **Activities: Highlighting text from the document.**	Cursor, cut, copy, and paste. Selecting text using the mouse.	n/a	Practical Test	**Apply** Students must be able to demonstrate the use of find and replce, undo and redo.	
	4	Editing Text **Activities: Practicing cut, copy, and paste icons from the document or from the internet.**	cut, copy, paste	n/a	Practical Test	**Apply** Students must be able to demonstrate the use spelling and grammar and changing case in a document.	

Unit Name and Number	Week No.	Content Headings	Key Sub-Topics / Context / Vocabulary	Projects / Graded Assignments	Question Style for Exam	Justification for Exam Content: Bloom's Taxonomy	Government Objectives
	5	Find and replace	Find tab	n/a	Practical Test	**Apply**	S2:O2.1:1. Make simple toys and utensils by identifying problems or needs, collecting data, designing by transforming ideas into a two dimentional sketch, comstructing and evaluating. (To help students design and sketch logo in MSWlogo program)
		Activities: Selecting and replacing wrong words from the document.				Students must be able to find and replace wrong spelling words.	
	6	Undo and redo options	Undo, Quick access toolbar	n/a	Practical Test	**Apply**	
		Activities: Opening the "mtyself" document and edit using the icon undo and redo.				Students must be able to use undo and redo icons.	
	7	Change Case	sentence case, lower case, upper case, capitalize each word, toggle case	n/a	Practical Test	**Apply**	

Unit Name and Number	Week No.	Content Headings	Key Sub-Topics / Context / Vocabulary	Projects / Graded Assignments	Question Style for Exam	Justification for Exam Content: Bloom's Taxonomy	Government Objectives
		Activities: How to change the case.				Students must be able to use upper case for the heading, use semtence case for the remaining text.	
	8	REVIEW FOR MIDTERM			Practical Test	**Apply**	S2:O2.1:1. Make simple toys and utensils by identifying problems or needs, collecting data, designing by transforming ideas into a two dimentional sketch, comstructing and evaluating. (To help students design and sketch logo in MSWlogo program)
		Activities: Creating word document.				Students must be able to review what they have learned.	
	9	MIDTERM TEST		n/a	Practical Test	**Apply** Students must be able to demonstrate how to use different icons in MS word	

Unit Name and Number	Week No.	Content Headings	Key Sub-Topics / Context / Vocabulary	Projects / Graded Assignments	Question Style for Exam	Justification for Exam Content: Bloom's Taxonomy	Government Objectives
2 Introduction to MS logo	10	Components of MS Word 2007 windows. **Activities: Opening the MSWLogo screen.**	Commander window, MSWlogo screen	n/a	Practical Test	**Apply** Students must be able to demonstrate and sketch objects or shapes using the logo command.	S2:O2.1:1. Make simple toys and utensils by identifying problems or needs, collecting data, designing by transforming ideas into a two dimentional sketch, comstructing and evaluating. (To help students design a logo, demonstrate how to use the logo command program)
	11	Starting MSWLogo. **Activities: Practice to draw a square with the repeat command.**	Repeat 4 [FD 100 RT 90]	n/a	Practical Test		

Unit Name and Number	Week No.	Content Headings	Key Sub-Topics / Context / Vocabulary	Projects / Graded Assignments	Question Style for Exam	Justification for Exam Content: Bloom's Taxonomy	Government Objectives
	12	MSWLogo window.	Forward command, backward command, right command, left command, home command, seth command, clearscreen command, cleartext command, hide turtle command, show turtle command, repeat command, bye command.	n/a	Practical Test	**Remember**	S2:O2.1:1.
		Activities:				Students must be able to define, memorize, and repeat the use of Logo basic commands.	
	13	Components of MSWLogo screen.	Forward command, backward command, right command, left command, home command, seth command, clearscreen command, cleartext command, hide turtle command, show turtle command, repeat command, bye command.		Practical Test	**Apply**	
		Activities:					

Unit Name and Number	Week No.	Content Headings	Key Sub-Topics / Context / Vocabulary	Projects / Graded Assignments	Question Style for Exam	Justification for Exam Content: Bloom's Taxonomy	Government Objectives
	14	Forward Command (FD) and Backward command **Activities:**	Forward command, backward command, right command		Practical test	**apply**	
	15	Home Command. SETH command. **Activities:**	Forward command, backward command, right command				
	16	Logo Basic Command **Activities:**	Forward command, backward command, right command				
	17	Commander window **Activities:**	Title bar, recall list box, command input box, control buttons		Practical test	**Apply**	
	18	Exiting Logo **Activities:**	File exit, enter and execute.				
	19	REVIEW FOR MIDTERM **Activities:**					
	20	MIDTERM TEST **Activities:**					