St. Joseph Rayong School
Course Outline

2nd Semester AEL 2 Curriculum - Computer (2018-19)

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. The Keyboard and the Mouse	1	The Keyboard **Activities: Familiarize with symbol and function keys**	keyboard, tabs, caps lock, function keys, shift key, tab key, space bar, enter key, number lock, escape key, back space	Kahoot quiz about the keyboard and the mouse		**Remember** Students should remember the various functions of each key on the keyboard	Strand : Standard O3.1: 2. Tell the benefits of information technology instruments.
	2	The Keyboard **Activities: Typing activity utilizing the Tab key.**					
	3	The Keyboard **Activities: Typing activity utilizing the Shift and Escape keys.**	Cursor, highlight, mouse, scroll				
	4	The Mouse **Activities: Know the functions of the mouse**				**Apply** Utilize the mouse more effectively.	
2. Fun with Paint	5	Microsoft Paint Application **Activities: Opening paint from the windows button**	Selection, resize, rotate, pencil, fill with color, eraser, color picker, shapes	Freestyle painting in MS Paint		**Create** Express creativity in a digital medium using tools from the Microsoft Paint command ribbon.	
	6	Introduction to paint commands **Activities: Drawing using the pencil tool**		Painting a family portrait			
	7	**Activities: Drawing using the shapes command**					

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	8	Activities:		Refresh on the functions of the keyboard and the mouse.			
Midterm Exam	9	Activities:			N/A		
Christmas Holiday	10	Activities:					
3. Introduction to MS Word 2007	11	Word Documents **Activities: Creating and Saving word documents**	File, Document, Save, Open	Typing test: Copy a set of sentences observing proper punctuations and spacing.		Remember	Strand : Standard O3.1: 1. Tell the data of interest and sources of data around them.
	12	Typing in MS Word **Activities: Typing sentences observing proper punctuations and cases.**	Type, words, keyboard, spacebar, tab, shift, punctuations				
	13	Combination keys **Activities: Typing with a combination of keys.**	function, indent, comma, period, question mark, shortcut keys				
	14	Activities:					

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4. Fun with Paint	15	Brushes Tool **Activities: Paint using the Brushes tool**	Fill, outline, color palette, outline,	Paint activities using a combination of brushes, shapes and coloring tools.		**Create** Students will tap their creative side in combining paint tools to achieve desired artwork.	
	16	**Activities:**					
	17	**Activities:**					
Review	18	**Activities:**		Practice typing			
Final Exam	19	**Activities:**			N/A		
	20	**Activities:**					