

Dominican International School Kaohsiung



Course Syllabus

Subject: ICT

Grade: 3

School Year: 2022 - 2023

Teacher: Mr. Hidalgo

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Course Description:

This course is to introduce a great number of applications and use cases within the Google Ecosystem. Starting off with essential storage with Google Drive, followed by document editing with Google Docs. They will also gain a basic understanding of Google Sheets and how databases are set up. The students will also have the opportunity to create and show off a presentation of their own design using Google Slides.

Course Textbooks/Programs:

None

Class Materials Required:

- The course will be conducted through lectures, discussions, practice material, projects, and student presentations. Students are strongly encouraged to raise questions and make comments in class. Participation is the key to success.
- Students are required to complete each assignment by the date that it is assigned. Staying on track with assignments will facilitate understanding of the class material.
- Google Classroom is available to each student. If there is difficulty in completing the assignments, the teacher must be notified before class the next day.
- Students are encouraged to communicate concerns to teachers and ask for help as needed throughout the school year.
- Students are expected to organize their own class materials and to keep their work neat and tidy. Parents are encouraged to help students by labeling personal items with identification stickers with the student's name in English.
- Students will observe all school policies as outlined in the DISK Handbook. This includes arriving at school on time, abiding by the dress code and speaking only English on the school grounds.
- Students will observe all school policies on Academic Honesty, as outlined in the DISK Handbook. All cases of academic misconduct (such as cheating on tests or plagiarism) will automatically result in a "Fail" grade for the assignment, in addition to any sanctions that may be imposed by the School Discipline office.

Classroom Expectations

In order to promote a safe and positive classroom community and an environment conducive to learning, all students will follow the classroom **ICT** Expectations:

- No Food or Drink to be taken into the ICT Lab.
- Teachers' instructions must be followed.
- No touching the computer during boot.
- Always treat the computers with respect.
- While computers are on. Everyone must be seated.
- Raise your hand for questions.
- All work must be saved in google drive.
- Do not push the buttons to turn off the computer.
- Do not touch any of the electrical cables in and around the computer.

Students are also expected to follow the Student Handbook along with classroom procedures such as arriving to class quietly, bringing everything they need, and asking questions when needed.

Assessment:

Formative, summative, and pre-assessments in the form of projects, quizzes, homework assignments, presentations, quizzes, tests, and quarter exams contribute to the final quarter grade. In addition, students will be assessed for deportment following the D^{OP} STARS Expected School-wide Learning Results (ESLRS) which are Spiritual, Truthful, Active, Responsible and Studios.

30% Class Participation

30% Minor Projects, Portfolio, Unit Tests & Major Projects

30% Quarter Exam/Assessment

10% Deportment

Quarter One - Pacing Guide

Week/Dates	TOPIC/TARGETS
1	ICT Rules and Regulations
2	Basic Components of Computer
3	Input and Output
4	How to Manage local and remote Storage
5	Hardware
6	Software
7	Hands-On
8	Quarterly Exam

Quarter Two - Pacing Guide

Week/Dates	TOPIC/TARGETS
1	Getting Started with Google Sheets
2	Modifying Columns, Rows, and Cells
3	Formatting Cells
4	Working with Multiple Sheets
5	Creating Simple Formulas
6	Creating Complex Formulas
7	Types of Cell References
8	Prepare for Exam
9	Exam

Quarter Three - Pacing Guide

Week/Dates	TOPIC/TARGETS
1	Introduction to Email
2	Common Email Features
3	Contacts and Calendars
4	Email Etiquette
5	Email Safety
6	Time-Saving Email Tips
7	Avoiding Spam and Phishing
8	Exam

Quarter Four- Pacing Guide

Week/Dates	TOPIC/TARGETS
1	Introduction to CODE B
2	Move it, Move it
3	Sequencing
4	Programming with Angry Birds
5	Programming with Harvester
6	Getting Loopy & Loops with Harvester
7	Loops with laurel and drawing
8	Mini Project: A royal battle with Events
9	Quarterly Exam