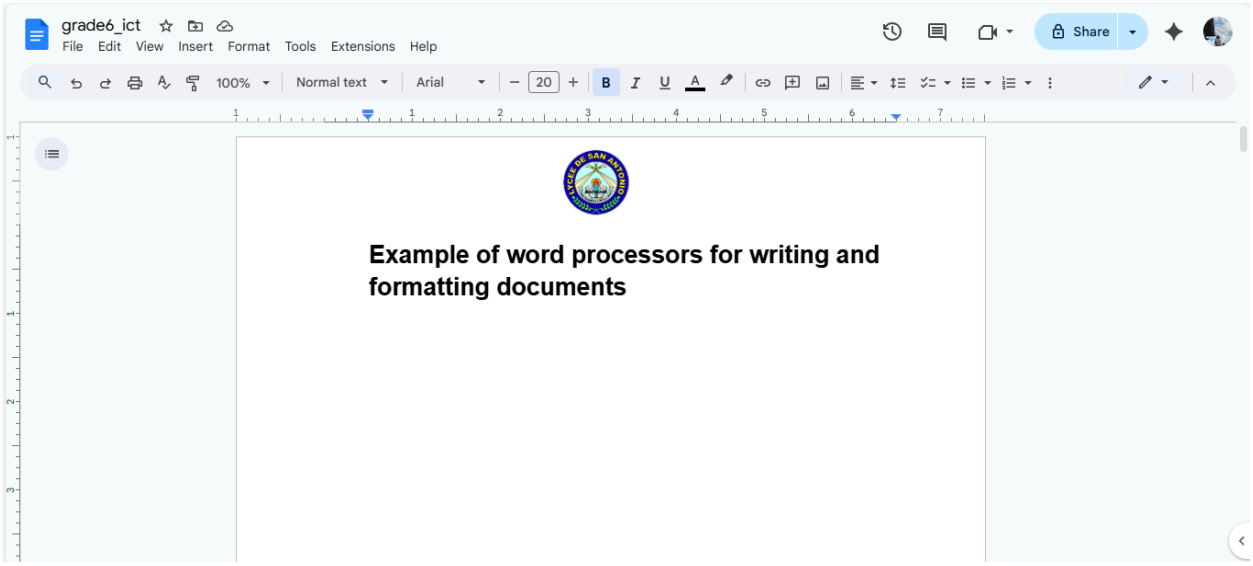
General Topic: Digital Creation: Word, Presentation, and Design Tools

Lesson Overview:

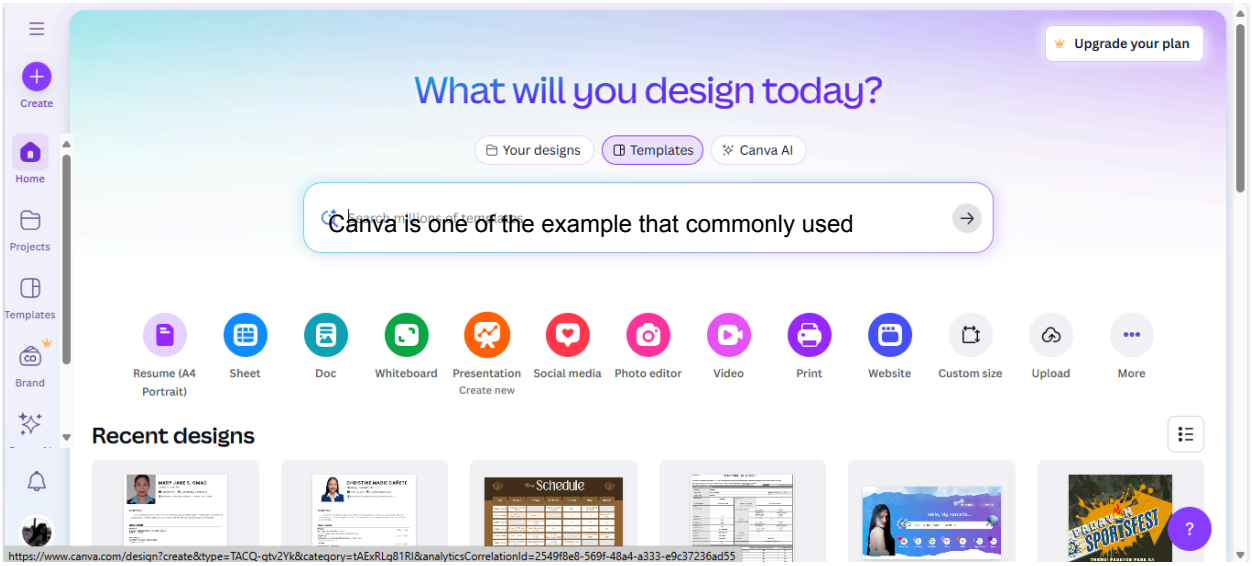
Students learn **how to use various digital tools** to create **documents**, **presentations**, and simple **designs**.

Key Concepts and Subtopics:

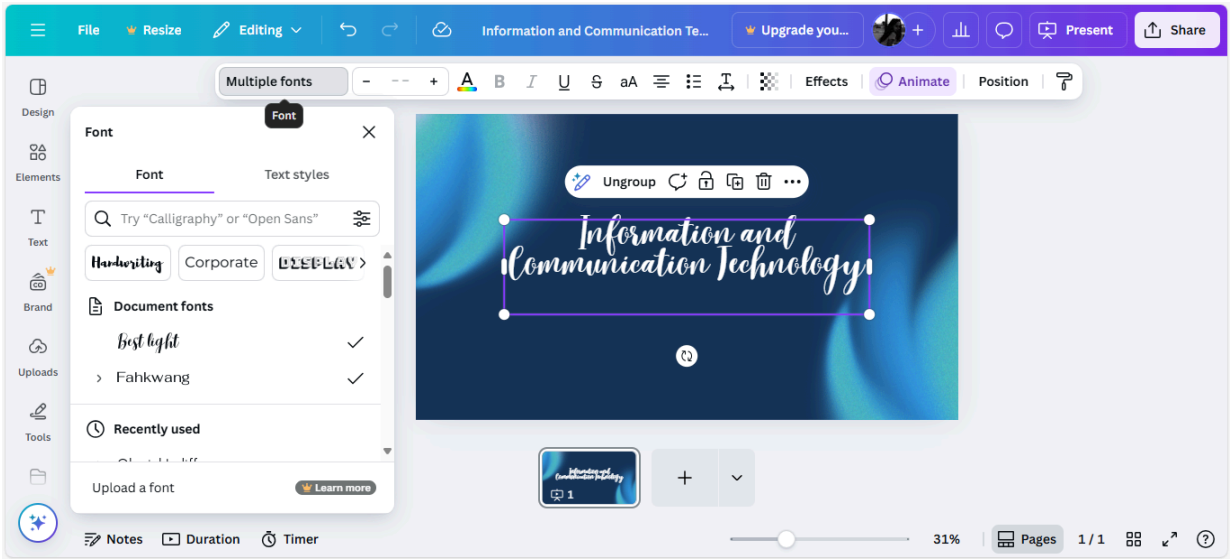
- Using word processors for writing and formatting documents



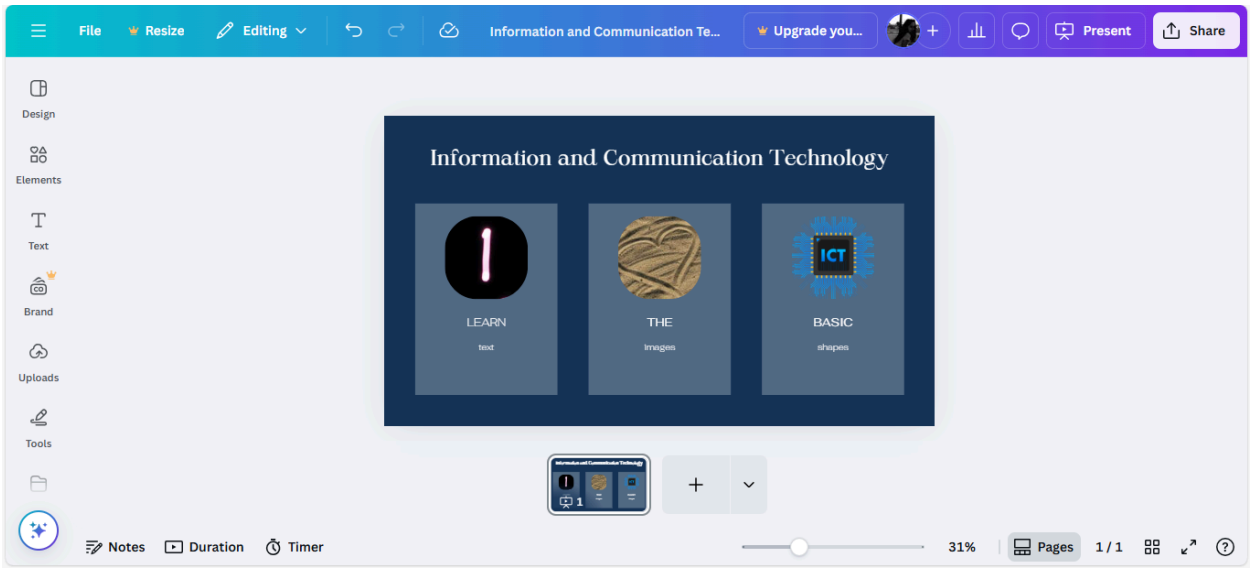
- Creating slides with images, animations, and transitions



- Basic design principles: layout, color, and font choices



- Combining text, images, and shapes effectively



Real-Life Example:

Designing a school newsletter with headings, images, and text boxes.

Remember This!

- *Digital tools allow you to communicate ideas clearly and creatively.*

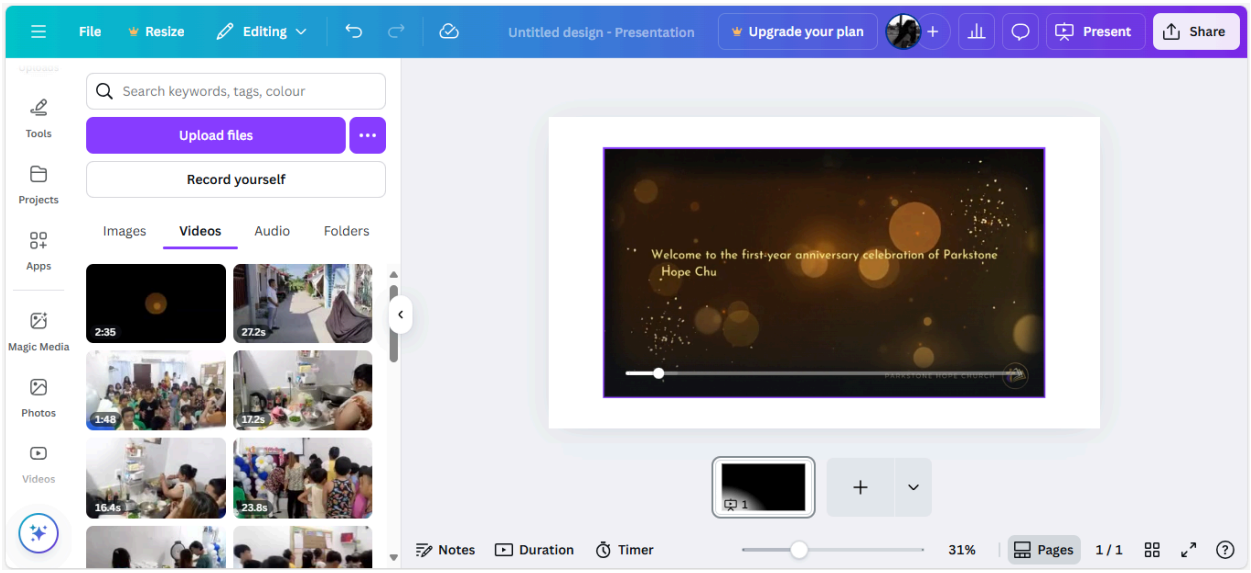
General Topic: Multimedia Projects

Lesson Overview:

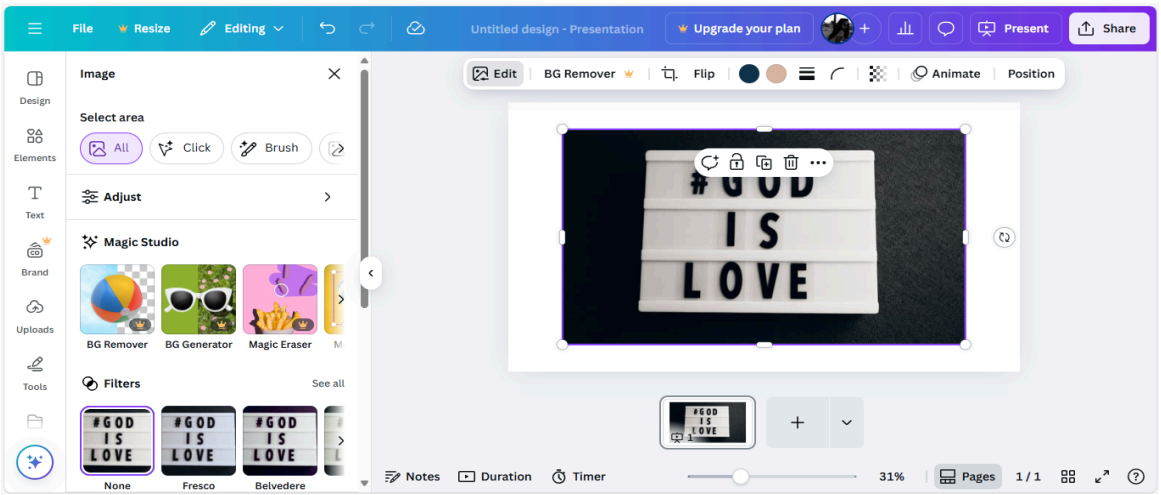
Students explore **multimedia creation** by integrating **text**, **audio**, **images**, and **video**.

Key Concepts and Subtopics:

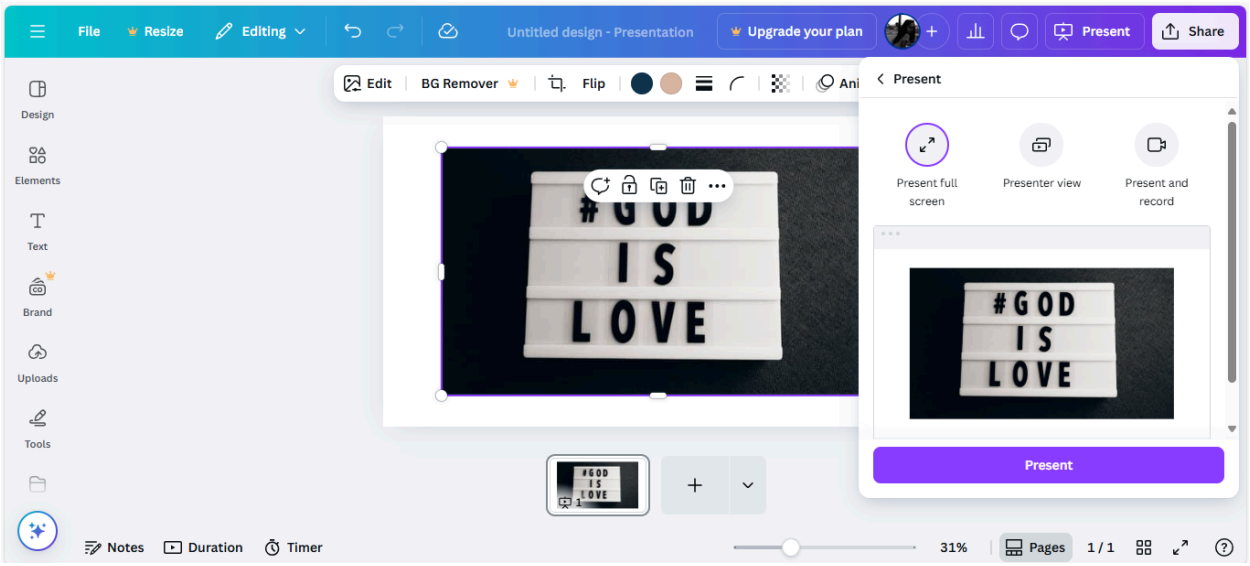
- Adding audio and video clips to slides or projects



- Combining various media formats for storytelling
- Editing images and media for clarity and appeal



- Presenting multimedia projects to an audience



Real-Life Example:

Creating a slideshow about an environmental project with pictures, background music, and captions.

Remember This!

- *Good multimedia projects balance creativity with clear communication.*

General Topic: Internet Safety and Digital Citizenship

Lesson Overview:

Students **learn responsible and safe use of the internet** while understanding **online rights and responsibilities**.

Key Concepts and Subtopics:

- Protecting personal information online
  - Don't share: full name, address, phone number, passwords
  - Use **nicknames or usernames** instead
  - Ask a **trusted adult** before signing up for websites
- Recognizing safe and unsafe websites
  - **Safe websites:**
    - Trusted domains: `.gov`, `.edu`, `.org` 🌐
    - Clear author or organization 👩
    - No misleading ads or pop-ups
  - **Unsafe websites:**
    - Unknown sites with strange ads ⚠️
    - Websites asking for personal info without reason ❌
- Practicing respectful behavior and netiquette
  - Be **polite and respectful** online 💬
  - Think before posting or commenting ✏️
  - Report anything **harmful or unsafe** 🔴
- Understanding digital footprints and privacy
  - Everything you post online **leaves a digital trail**
  - Protect your privacy by:
    - Sharing only safe info
    - Thinking before posting
    - Adjusting privacy settings

Real-Life Example:

Using a reliable educational website for research without sharing personal information.

Remember This!

- *Being a responsible digital citizen means using technology safely, ethically, and respectfully.*

General Topic: Intro to Programming and Logic

Lesson Overview:

Students are **introduced to basic programming** concepts and **logical thinking** through simple activities.

Key Concepts and Subtopics:

- Understanding algorithms and step-by-step instructions
  - **Define the problem**
    - Example: Find the sum of two numbers.
  - **Identify the inputs and outputs**
    - Input: Two numbers (A, B)
    - Output: Their sum (C)
  - **Design the step-by-step instructions (pseudocode)**
    - Example:
      - Start
      - Input A, B
      - C = A + B
      - Display C
      - End
  - **Convert algorithm to code (any programming language)**
    - Example in **Python**:

```
# Algorithm to add two numbers
A = int(input("Enter first number: "))
B = int(input("Enter second number: "))
C = A + B
print("The sum is:", C)
```

  - **Test and debug**
    - Try different inputs to check if the output is correct.
  - **Optimize (if needed)**
    - Make the algorithm shorter or faster if possible.

- Learning basic coding logic (loops, conditionals)

🔹 **1. Conditionals (If-Else statements)**

Conditionals let your program **make decisions** depending on a condition.

Example: Check if a number is even or odd

Pseudocode:

1. Start
2. Input a number N
3. If N % 2 == 0 → Display "Even"
4. Else → Display "Odd"
5. End

Python code:

```python
N = int(input("Enter a number: "))

if N % 2 == 0:
    print("Even")
else:
    print("Odd")
```

✅ Logic: The program checks the condition (`N % 2 == 0`) and chooses the correct path.

🔹 **2. Loops (Repeating instructions)**

Loops let your program **repeat steps automatically** instead of writing them many times.

Example A: Print numbers 1 to 5 (using `for loop`)

```python
for i in range(1, 6):
    print(i)
```

➡️ Output:

```
1
2
3
4
5
```

- Creating simple programs using block-based coding tools

🔹 **1. Hello World (Basic Output)**

Goal: Make the computer say something.

Blocks:

- `when green flag clicked`
- `say "Hello, World!" for 2 seconds`

👉 In Scratch, click the green flag → your sprite says **Hello, World!**

- Problem-solving through coding exercises

1. Even or Odd Checker

Problem: Ask the user for a number. Print if it's **Even** or **Odd**.

Pseudocode:

1. Input number N
2. If N % 2 == 0 → print "Even"
3. Else → print "Odd"

Real-Life Example:

Making a Scratch project where a character moves and responds to keys pressed.

Remember This!

- *Programming develops logical thinking and problem-solving skills.*

General Topic: Applying Technology to Solve Problems

Lesson Overview:

Students apply ICT skills to **create digital solutions** for everyday problems or school projects.

Key Concepts and Subtopics:

- Identifying problems that can be solved with technology

  - Look for issues that **technology can help solve**
  - Examples:
    - Organizing school data 📊
    - Creating presentations for class projects 📝
    - Making a digital poster for an event 🎨

- Planning and executing digital solutions

  - **Steps:**
    1. Define the problem 🧠
    2. Plan your solution 📋
    3. Use appropriate tools 💻
    4. Test your solution ✅
  - Example: Making a class survey → plan questions → use spreadsheet → analyze results → present findings

- Using multiple tools together (word, presentation, multimedia)

  - Combine **Word** + **Presentation** + **Multimedia**
  - Example:
    - Word: write report 📝
    - Slides: present findings 📊
    - Video or audio: explain project 🎥🎵

- Evaluating and improving digital outputs

  - Check if the solution works
  - Ask for **feedback** from peers or teacher
  - Improve design, content, or accuracy
  - Example: Fix colors, fonts, images in a slide to make it easier to read

Real-Life Example:

Designing a digital poster to promote school cleanliness and health awareness.

Remember This!

- *Technology is a tool to make tasks easier, more efficient, and more creative.*