

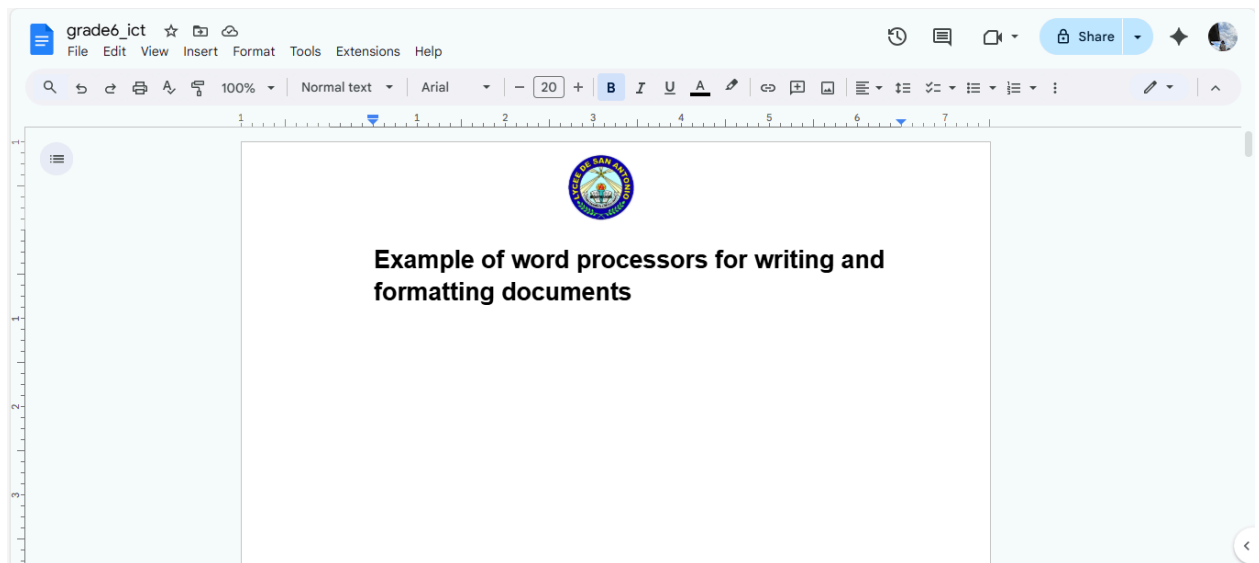
General Topic: Digital Creation: Word, Presentation, and Design Tools

Lesson Overview:

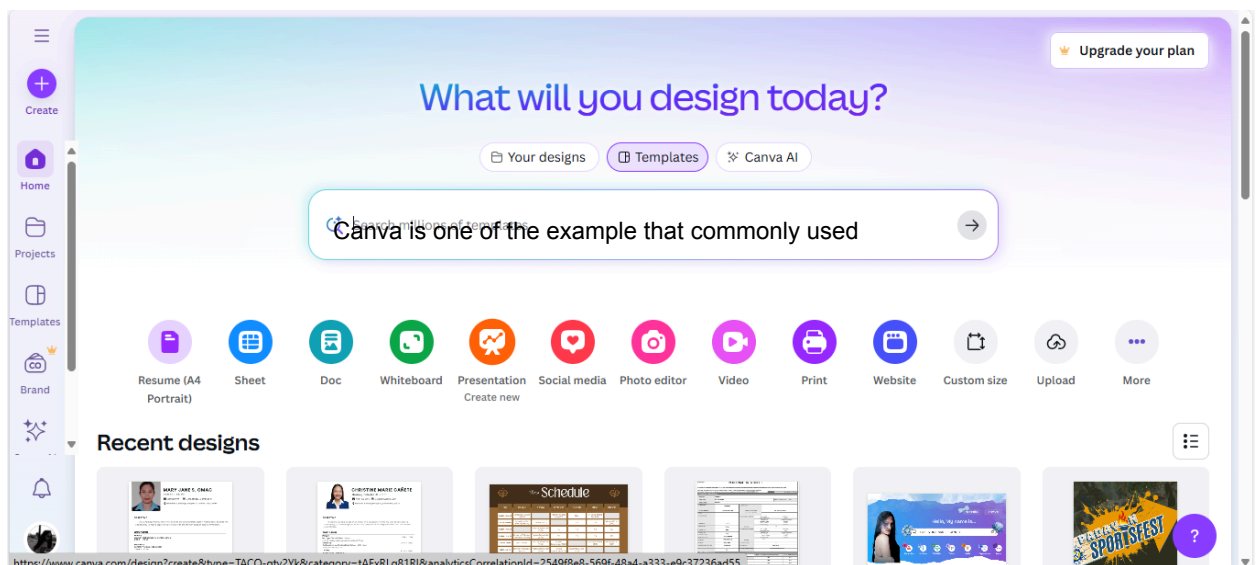
Students learn **how to use various digital tools** to create **documents, presentations,** and simple **designs**.

Key Concepts and Subtopics:

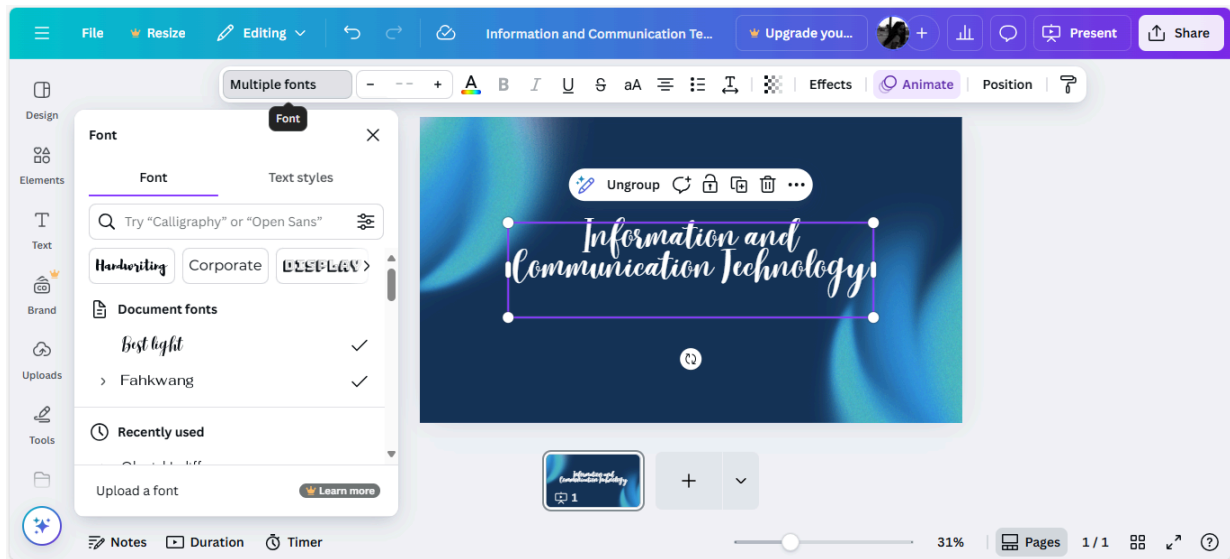
- Using word processors for writing and formatting documents



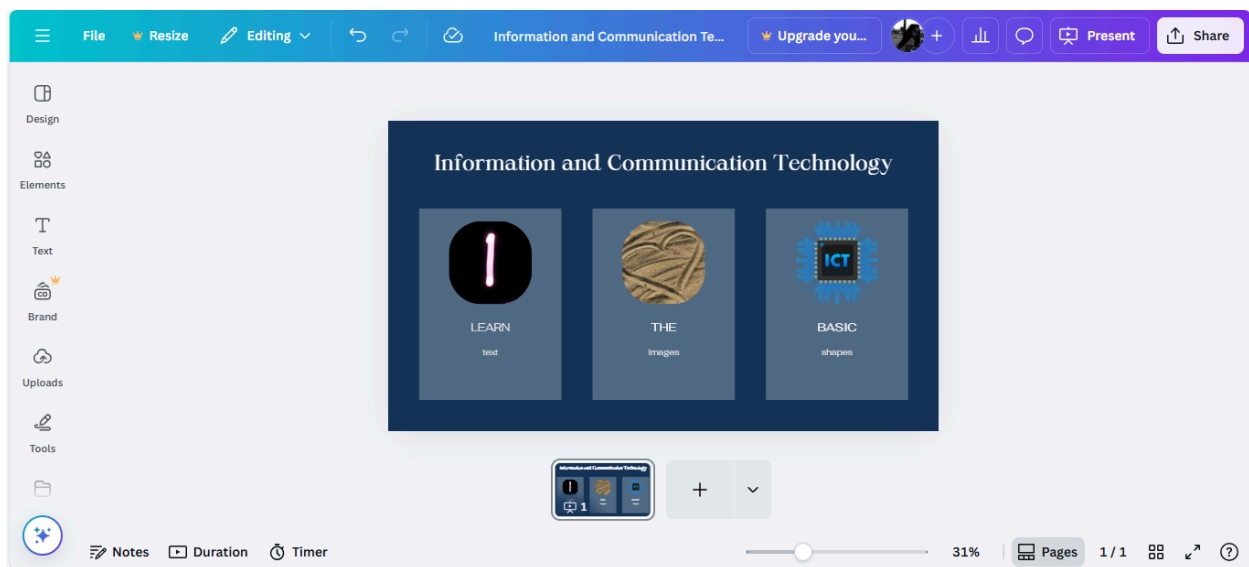
- Creating slides with images, animations, and transitions



- 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.*

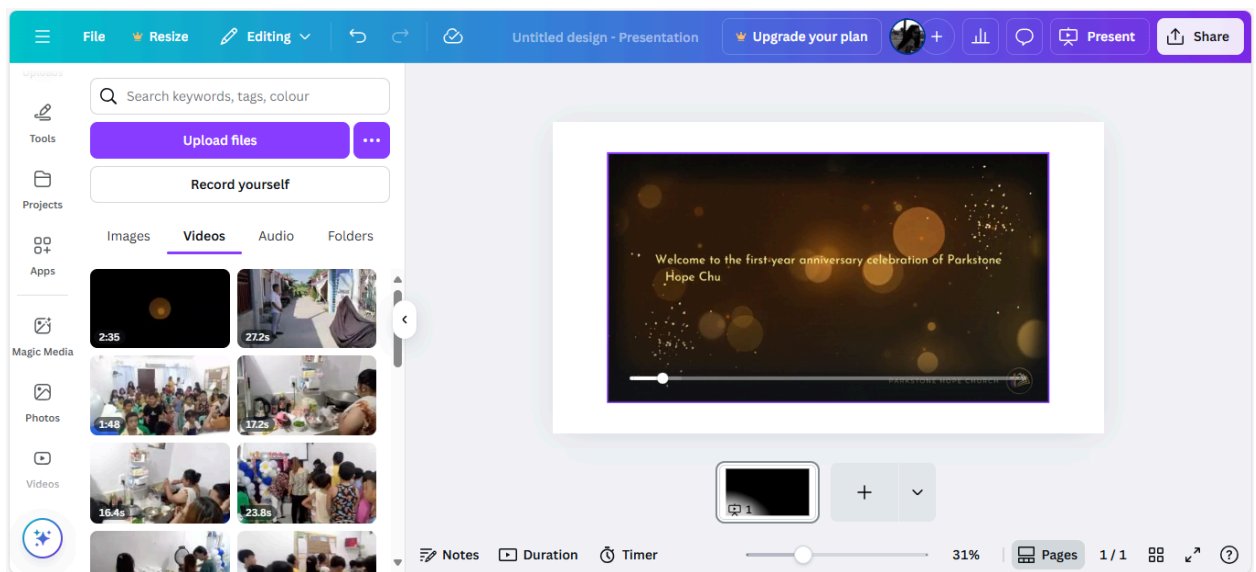
General Topic: Multimedia Projects

Lesson Overview:

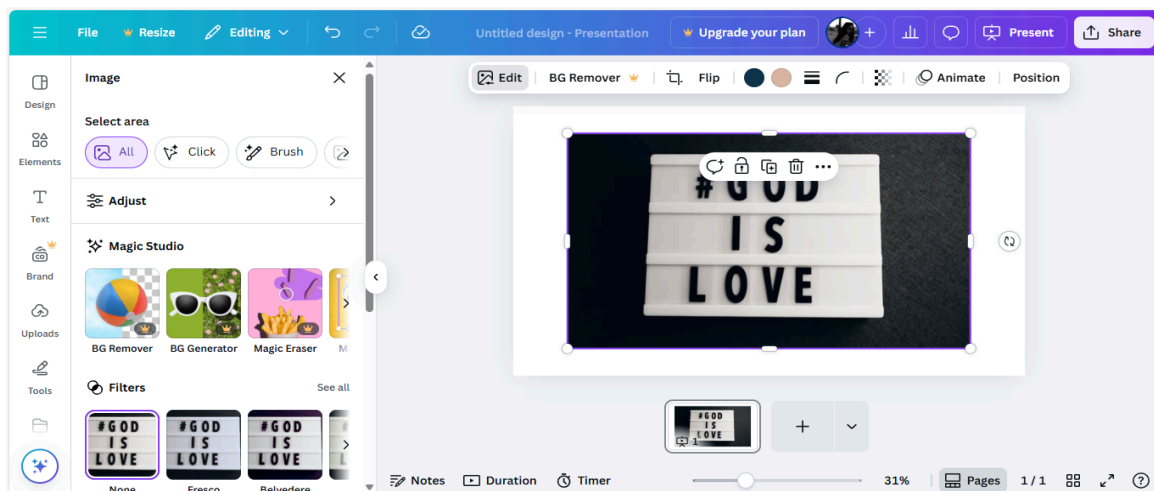
Students explore **multimedia creation** by integrating **text**, **audio**, **images**, and **video**.

Key Concepts and Subtopics:

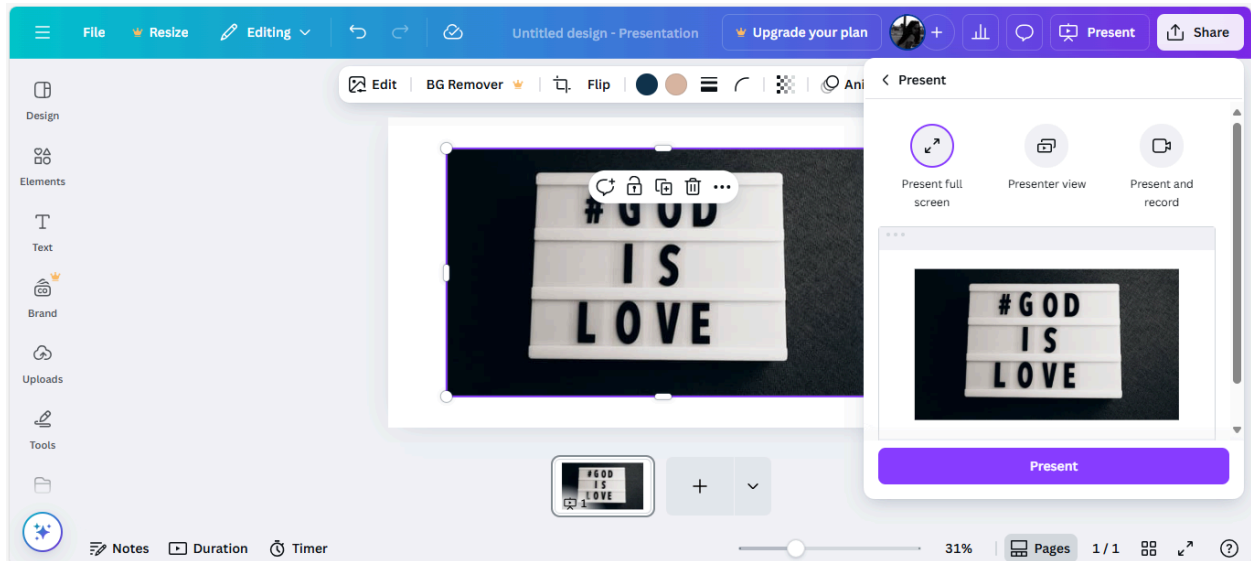
- Adding audio and video clips to slides or projects



- 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 $N \% 2 == 0 \rightarrow$ Display "Even"
4. Else \rightarrow 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 \rightarrow 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 $N \% 2 == 0 \rightarrow$ print "Even"
3. Else \rightarrow 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.*