

COMPUTER/TECHNOLOGY THIRD GRADE

VALUES AND ATTITUDES

The student will:
Demonstrate responsible and ethical behavior that exemplifies Catholic values when using technology, including respect for property, honesty and compassion.
Understand how technology involves societal issues and has changed society.
Feel confident to enhance work through computer applications.
Recognize and utilize relevant versus irrelevant information

STRAND A GENERAL KNOWLEDGE

OBJECTIVES

Note: **(M)** with bold text indicates mastery at this level.

Societal issues and ethical behavior related to use of technology

- **Understand that programs allow us to do different kinds of work. (M)**
- **Identify and discuss uses of technology in the community. (M)**
- Identify the function of common computing devices.
- **Identify and use computer peripherals: CD-ROM player, microphone, speaker, hard drive, and scanner. (M)**
- Select and use appropriate features and functions of hardware/software.
- Discuss and select appropriate technology tools.
- Understand and demonstrate how to protect data on removable storage media.
- Discuss and use responsible and safe behavior in the use of technology resources.
- **Develop a personal “Code of Honor” for all online communication and Internet use. (M)**
- **Follow Acceptable Use Policy. (M)**
- Recognize that Copyright Laws protect creative works.
- Discuss, as a class, Copyright and Fair Use Guidelines.
- Acknowledge an individual’s rights of ownership of created works by citing sources.
- Discuss and demonstrate, as a class, responsible and safe online behavior.
- Cite sources of information for a class project.
- Discuss guidelines for media, as a class, to consider in developing multimedia projects.
- Discuss use of rubrics to define and evaluate elements of class multimedia projects.
- Investigate and discuss teacher-selected Internet resources about communities.
- Identify and discuss collaborative tools, e.g., email, messaging, videoconferencing.
- Recognize and discuss the importance of responsible use of multimedia resources.

STRAND B APPLICATION

OBJECTIVES

Knowledge and skills of a variety of technology tools

- Use technology for self instruction.
- **Insert and remove disks, CD-ROMs, etc. correctly. (M)**
- **Identify a mouse and how it works:**
 - a. **Move a window using the mouse. (M)**
 - b. **Resize a window using the mouse. (M)**
 - c. **Change the view of a window using the mouse. (M)**
 - d. **Save a file using the mouse. (M)**
 - e. **Locate a submenu using the mouse. (M)**
- **Start and quit software applications. (M)**
- Understand the desktop, window manipulation, minimize box, close box, maximize box, program manager, application menu.
- Use “save as” appropriately to change name or location of a file.
- Identify and use removable storage media, e.g., CD, DVD, floppy disk, compact flash cards.
- Save a document to hard drive, server and removable storage.
- Select printer.
- Gather and organize information to use an application to display information.

Use of technology tools to process data, access, evaluate, interpret, and communicate information

- Demonstrate keyboarding skills using proper techniques to enter data.
 - a. **Use letter and number keys. (M)**
 - b. **Use punctuation and symbol keys: shift, question mark, period and comma. (M)**
 - c. **Locate special characters on the keyboard, e.g., space bar, enter, delete, return, insert, backspace. (M)**
 - d. **Use shift, caps lock and arrow keys. (M)**
 - e. Use special keys for command, control/alt, tab, F keys.
- **Demonstrate correct finger placement for home row keys. (M)**
- **Enter text at 5 words per minute with acceptable accuracy. (M)**
- **Insert and move cursor: e.g., arrow keys, mouse, optional touch screen. (M)**
- Use menu/tool bar functions, as a group, to format and change the appearance of word processing documents.
- Use appropriate page orientation.
- **Master word processing as a tool to:**
 - a. **Retrieve and close work. (M)**
 - b. **Select text. (M)**
 - c. **Format the text of a document by changing text size, font, and style. (M)**

d. Understand the concept of text/word wrap. (M)

e. Print text. (M)

f. Write, edit and publish sentences, paragraphs and stories. (NC3.03)

- Enter and discuss data in a prepared spreadsheet to perform calculations, as a class.
- Recognize spreadsheets as a tool to organize, calculate, and graph information to make predictions.
- Discuss and use graphs to display and interpret data in prepared spreadsheet. Cite sources.
- Enter/edit data in a prepared spreadsheet to perform calculations.
- Determine which graph best represents the data as a class/group and discuss the changes that occur.
- **Group items by attributes. (M)**
- Use an age-appropriate database to find information.
- Discuss and visually represent uses of databases in the community to collect, organize, and display information.
- Modify prepared databases to enter/edit additional information.
- Use prepared databases to search/filter and sort alphabetically/numerically.
- Discuss, plan, and use keyword search/filter using one criterion in prepared databases.
- Identify, discuss, and use multimedia tools to present ideas /information as a class.
- Modify/edit an existing multimedia project to include branching.
- **Demonstrate mastery of: (M)**
 - a. Open a graphics program.**
 - b. Access and use the graphics tools.**
 - c. Draw and delete objects in a graphics program.**
 - d. Use the pencil in a graphics program.**
 - e. Use the pointer to select an object in a graphics program.**
 - f. Use the shape tools in a graphics program.**
 - g. Change an object's pattern or color in a graphics program.**
- Complete a partially filled graphic organizer provided by the teacher.
- Identify and use A/V equipment: VCR, digital camera, camcorder, audio CD player, TV, and DVD player.
- Use a presentation system; e.g., data display projector, LCD panel, TV monitor.

VOCABULARY

Identify, discuss and use the following basic technology vocabulary/concepts as well as terms/concepts introduced in previous grades:

<u>Keyboarding</u>	<u>Spreadsheet</u>	<u>Database terms</u>	<u>Internet</u>	<u>Multimedia</u>
Control/alt	Cell	Data entry	E-mail	Capture
Font size/style	Chart	Field	Messaging	Create
Italic	Column	Keyword	Search engine	Publish
Line spacing	Graph	List	URL	
Margins	Labels	Record	Video conferencing	
Tab	Row	Search/filter	Web browser	
	Values	Sort	Web link	