

COMPUTER/TECHNOLOGY FOURTH 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. Identify everyday uses of computers and appreciate the academic possibilities available through technology. Feel confident to enhance work through computer applications. Recognize and utilize relevant versus irrelevant information.
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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

- Discuss and visually represent ways technology has changed the lives of people in North Carolina.
- Discuss the advantages of non-networked and networked computers.
- Discuss occupations that use computers/technology tools in North Carolina.
- **Develop a personal “Code of Honor” for all online communication and Internet use. (M)**
- **Discuss and demonstrate responsible, ethical and safe behavior when using technology. (M)**
- **Follow an Acceptable Use Policy (AUP). (M)**
- **Describe the function of common computing devices, e.g., input, and output processing. (M)**
- Discuss Copyright and Fair Use Guidelines in multimedia projects, including selection and use of resources.
- Recognize that Copyright Laws protect creative works by citing sources.
- Discuss the importance of citing sources of copyrighted materials in documents.
- Cite sources of information, print and non-print, for a class project.
- Recognize and discuss the importance of responsible use of multimedia resources and discuss guidelines to consider in developing multimedia projects as a class.
- Discuss and visually represent how and why databases are used in North Carolina to collect and organize information.
- Recognize and discuss terms/concepts related to the protection of computers, networks and information, e.g., virus protection, spyware, adware, network security, passwords, firewalls, and privacy laws.

STRAND B APPLICATION

OBJECTIVES

Knowledge and skills of technology tools

- Use technology for self instruction.
- Identify and use computer peripherals: CD-ROM player, microphone, speaker, hard drive, scanner, headphones.
- **Demonstrate mastery of general computing objectives:**
 - a. **Create a folder. (M)**
 - b. **Move files to a folder. (M)**
 - c. **Copy files to another disk. (M)**
 - d. **Select printer.**
- Use published documents, as a class, to identify and discuss design and layout.
- Select resources based on appropriateness for task.
- Use “save as” appropriately.
- Save a document to a hard drive, server and removable storage media.
- Identify and use removable storage media, e.g., CD, DVD, floppy disk, compact flash cards.
- Understand and practice safe handling and protection procedures for removable storage media.
- **Understand the desktop: window manipulation, minimize box, close box, maximize box, program manager, application menu. (M)**
- Gather and organize information to use an application to display information.
- Use a variety of graphic organizers provided by the teacher, e.g., templates.
- Use a rubric, as a class, as a guide to select, evaluate digital resources and information.

Process data, access, evaluate, interpret, communicate information and solve problems

KEYBOARDING

- Discuss and use proper keyboarding techniques.
- Use basic key functions: control/alt, tab, and F Keys.
- Demonstrate correct home row position.
- Enter text at 10 words per minute with 90% acceptable accuracy.
- **Change justification and line spacing. (M)**
- Use appropriate page orientation.

WORD PROCESSING

- **Create a basic text document; save, open, close a document; print a document. (M)**
- Use word processing to:
 - a. Cut, copy, and paste text.
 - b. Proofread.
 - c. Write, edit, and publish.
- Use menu/tool bar functions in word processing documents.
- Edit and make corrections to documents using:
 - a. Page setup.

- b. Print preview.
- c. Spell check.
- d. Thesaurus.
- e. WYSIWIG.

SPREADSHEETS

- Use spreadsheets and graphs to organize, calculate, and display data.
- Use spreadsheet data and graphs to make predictions, solve problems, and make decisions.
- Enter/edit data in prepared spreadsheets to perform calculations using simple formulas (+, -, *, /).
- Identify and discuss how spreadsheets are used to calculate and graph data in a variety of settings.

DATABASE

- Use databases to analyze and evaluate information in content areas.
- Discuss, plan, and develop simple databases in content area.
- Enter data into prepared spreadsheets and select graph to best represent data.
- Cite sources.
- Sort and search/filter a prepared content area database for information.
- Use correct terms/concepts to explain strategies used as a class activity.
- Plan and use two criteria to search/filter prepared databases to locate and organize information.

MULTIMEDIA

- Identify and discuss the use of multimedia tools to report information.
- Demonstrate mastery of graphics concepts:
 - a. Highlight a graphic using the frame/marquee or lasso tool in a point program. (M)**
 - b. Move a graphic to another location on the screen in a graphics program. (M)**
 - c. Duplicate an object in a graphics program. (M)**
 - d. Change the size or shape of an object using the edge handles in a graphics program. (M)**
 - e. Use the text tool in a graphics program. (M)**
 - f. Apply special effects to a graphic, such as rotate, stretch, and perspective, in a graphics program.
- Multimedia presentations:
 - a. Understand the concept of slides.
 - b. Understand the concept of electronic presentations.
 - c. Understand the concept of views.
 - d. Create a new slide.
 - e. Delete a slide.
 - f. Move between the different views.
- Recognize and discuss guidelines, for media, to consider in developing multimedia projects as a class/group.
- Storyboard and modify multimedia for consideration in developing multimedia projects as class/group.

- Discuss and use rubrics to evaluate elements of multimedia projects/products.
- Use a presentation system, e.g., data display projector, LCD panel, TV monitor.
- Identify and use A/V equipment: VCR, digital camera, camcorder, audio CD player, player, TV, and DVD.
- Select and use technology tools to collect, analyze and display information for content assignments.

INTERNET

- Internet and Telecommunications
 - a. **Enter a Uniform Resource Locator. (URL) (M)**
 - b. **Use the tool bar in a web browser. (M)**
 - c. **Navigate web pages and sites. (M)**
 - d. **Save sites using a bookmark, hot list, or favorite. (M)**
 - e. Understand the function, restrictions and security of e-mail.
- Locate, select, organize, and present content area information from the Internet for a specific purpose and audience.
- Cite sources.
- Plan, discuss, and use search strategies with two or more criteria to find information online about North Carolina.

VOCABULARY

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

Network

Adware
 File server
 Firewall
 LANs
 Network
 Network resources
 Network security
 Passwords

Privacy laws
 Spyware
 Stand alone
 Virus protection

Spreadsheets

Cell
 Chart
 Column
 Formula
 Graph
 Labels
 Row
 Values

Internet

Browser
 Hypertext
 Keyword
 URL

Multimedia

Animation
 Citations
 Links/hyperlinks
 Navigation buttons
 Perspective
 Rotate
 Stretch
 Transitions