

COMPUTER/TECHNOLOGY FIFTH 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 the impact of technology on society.
Understand the place of technology in everyday life and will discuss basic issues related to responsible use of technology, piracy, plagiarism, and describe personal consequences of inappropriate use.
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 computer/technology use.

- Discuss and visually represent changes in information technologies in schools, workplace, in the United States.
- Recognize, discuss, and use terms/concepts related to the protection of computers, networks and information.
- Discuss, and demonstrate appropriate behavior related to computers and identify possible consequences of unethical behavior.
- **Develop a personal “Code of Honor” for all online communication and Internet use. (M)**
- **Follow an Acceptable Use Policy. (M)**
- Discuss how Copyright Laws protect ownership of intellectual property.
- Discuss consequences of misuse of Copyright information.
- Discuss methods and appropriate tools used to protect computers, networks, and information from intrusion.
- Demonstrate knowledge of Copyright and Fair Use Guidelines by explaining selection and use of resources.
- Discuss occupations that use computers/technology.
- Identify and discuss guidelines for media to consider in developing multimedia projects as a class.
- Recognize and discuss the importance of responsible use of multimedia resources.
- Explain the advantages and disadvantages of using multimedia to develop content area projects.
- Discuss how/why databases are used in society.
- Model and explain the importance of ethical, responsible, and safe behavior when using networked digital information.
- Discuss and evaluate digital resources and information for content, accuracy, usefulness.
- Cite sources.
- Recognize, discuss and establish ethical guidelines for use of personal and copyrighted media in multimedia projects and presentations as a class/group.

STRAND B APPLICATION

OBJECTIVES

Knowledge and skills of technology tools.

- Use technology for self instruction.
- Demonstrate mastery of general computing objectives:
 - a. Define software terms: DOS, spreadsheet, utilities.
 - b. Define terms: RAM, ROM, and CPU.
- Understand and practice safe handling and protection procedures for removable storage media.
- Identify and use the physical components and peripherals of a computer system.
- Use a rubric as a guide to select, evaluate digital resources and information for content and usefulness in content area assignments as a class.
- **Use appropriate page orientation. (M)**
- **Use “save as” appropriately. (M)**
- **Save a document to a hard drive, server and removable storage media. (M)**
- **Select printer. (M)**
- **Format and edit text by highlighting font, size, style and replace or delete existing text. (M)**
- Select and use WP/DTP menu/tool bar features to edit/revise and change existing documents.
- Use menus and branching to modify/create non-linear projects.
- Process data, access, evaluate, interpret, communicate information and solve problems.

KEYBOARDING

- **Enter text at 15 words per minute with 90% acceptable accuracy. (M)**
- **Use proper keyboarding techniques to improve accuracy, speed, and general efficiency. (M)**
- **Use basic key functions: space bar, return/enter key, shift key arrow keys, caps lock, delete/backspace, option/alt, tab key, F keys. (M)**

WORD PROCESSING

- **Cut, copy and paste text to another location in same document. (M)**
- **Use spell check for words and entire document. (M)**
- Explain the advantages and disadvantages of using word processing to create content area projects.
- Demonstrate appropriate use of copyrighted materials in word processing documents.
- Identify, discuss and use WP/DTP menu/tool bar terms/concepts.
- Use word processing to:
 - a. Manipulate the layout of a document, using margins, justification, and line spacing.
 - b. Create indents and overhanging indents.
 - c. Use page breaks.
 - d. Move or copy text between two or more word processing documents.
 - e. Import, position, and manipulate relevant graphics into a word processing document.
- Demonstrate knowledge of WP/DTP tools to develop documents, which include data imported from a spreadsheet/database.

SPREADSHEETS

- Recognize, discuss and explore how spreadsheets are used to calculate, graph, and represent data in a variety of settings.
- **Read and interpret information in a spreadsheet. (M)**
- Use spreadsheet terms/concepts and functions to calculate, represent, and explain content area assignments.
- Modify/create and use spreadsheets to solve problems using simple formulas and functions, e.g., +, -, *, /, average.
- Cite sources of copyrighted data used in spreadsheets.
- Enter data into a spreadsheet to test simple “what if…” statements to solve problems and make decisions.
- Create/modify simple content area spreadsheets to enter/edit, calculate, organize and display content data.

DATABASE

- Use database terms/concepts and functions to find information in prepared content area databases and describe strategies.
- Cite sources of information, used in assignments, from content area databases.
- Create and modify simple content area databases to enter/edit, collect, organize, and display content data citing resources.
- **Enter information in an existing database. (M)**
- Select and use search strategies with two or more criteria in prepared databases to locate, organize, and present information assignments.
- Use content area databases to analyze, evaluate, organize and compare information.

MULTIMEDIA

- Use student-generated rubrics to evaluate multimedia presentations.
- **Use editing tools in drawing and painting: select, add color and pattern, resize, crop, erase. (M)**
- **Operate a video camera: turn it on/record/turn off. (M)**
- **Navigate through a multimedia presentation. (M)**
- **Demonstrate mastery of graphics concepts:**
 - a. **Group objects in a graphics program. (M)**
 - b. **Change the layer order of objects in a graphics program. (M)**
 - c. **Apply special effects, e.g., rotate and flip horizontal/vertical. (M)**
 - d. **Copy a graphic to the clipboard. (M)**
 - e. **Paste or insert the graphic into another document. (M)**
- Electronic presentations:
 - a. Use paint tools to illustrate a slide.
 - b. Add text to a slide.
 - c. Combine slides into a presentation.
 - d. Reorganize the slides using the sorter view.
 - e. Control the pace or timing of a presentation.
 - f. Effectively use transitions.
- **Use a presentation system: data display projector, LCD panel, TV monitor. (M)**
- Identify and use A/V equipment: VCR, digital camera, camcorder, audio CD player, audiocassette player, TV, DVD player.

INTERNET

- Use Internet to complete assigned tasks.
- **Construct key words from research questions to search for information using subject directories, e.g., Yahoologans. (M)**
- Recognize and discuss email/videoconferencing/web conferencing as a means of interactive communications.
- Use evaluation tools to select Internet resources and information for content and usefulness in content area assignments. (NC3.07)

VOCABULARY

Identify and use the following basic technology vocabulary/concepts as well as terms/concepts introduced in previous grades: (NC1.13, 1.15, 2.04, 2.16)

Spreadsheet

Median
Mode
Range

Multimedia

Branching
Citation
Content
Design

Menu
Navigation
Organization
Presentation

Internet

AUP/IUP
Citing resources
E-mail
Filter

Search strategies
Videoconferencing
Web conferencing