

Course Description
Third Grade
Computer/Technology

ENRICHMENT PROGRAM PHILOSOPHY STATEMENT:

God has given us the gift of discernment. In order to utilize technology effectively, students must learn to evaluate digital media of the 21st century. To be informed and productive citizens, best fit for service in God's kingdom, students need to be equipped to use technology wisely, effectively, and responsibly.

OBJECTIVES: Enable students to develop, at an age appropriate level, and demonstrate the following skills:

- Increased mouse and keyboard skills
- Knowledge of the basic components of the computer
- Basic problem solving strategies
- Independent use of computers and navigation skills
- Use of Microsoft Office/Word 2010 (word processing: font, alignment and spacing, indenting, etc.)
- Use of Microsoft Office/PowerPoint 2010 (creating presentations, inserting clip art, resizing graphic materials, etc.)
- Ability to easily navigate research-specific websites

TEXTBOOK: "Third Grade Technology, 32 Lessons Every Third Grader Can Accomplish On a Computer", Fourth Edition; Part Four of the Technology Education Series by Structured Learning

TIME ALLOTMENT: 45 minutes a day, 1 day per week

MATERIALS: HP Thin Client t5570e (pc), Gmail, Internet Explorer, typingweb.com (online keyboarding site), Microsoft Office 2010 (word processing/spreadsheet/presentation), Spellingcity.com (spelling tutorial).

COURSE CONTENT: Course content is aligned with ISTE National Education Technology Standards: creativity and innovation, communication and collaboration, research and information fluency, critical thinking/problems solving and decision making, digital citizenship, and technology operations and concepts.

- Computer Basics (turning computer on/off, identifying computer parts and vocabulary, minimizing/maximizing/moving windows, mouse control, finding/opening applications, printing documents, file management, "Save" vs. "Save As," understanding different applications and which to use for a project, using the menu bar, basic keyboard commands, cutting and pasting graphics and text, switching between applications, etc.)
- Basic Keyboarding (learning parts of the keyboard, correct posture, properly use "home row" keys, finger memory, etc.), regular keyboarding practice, use of internet for keyboarding.

Course Description
Third Grade
Computer/Technology

- Basic File Management (create/delete/rename folders, create/save files in varying applications, locate saved files, search for files, etc.)
- Basic Internet skills (opening web browsers, typing URL address and locating websites, using back/forward buttons, using search engines, capture text/images from internet, cite text/images from internet, download files from the internet, etc.)
- Basic word processing skills (understanding common format for papers, Create/Edit/Save/Print a document, using toolbars, formatting characters, using spell/grammar check, formatting paragraphs, spacing, moving/copying text, etc.), continued use and expanding knowledge of word processing application Microsoft Word 2010
- Basic presentation skills (Create/Edit/Save/Print a presentation, navigate between slides, Add/Delete/Change the order of slides, add text boxes, understand layout and design, use spell check, use background images, adding pictures, clip art, create Autosshapes, import/cite graphics from other electronic sources, Add/Move text, change text appearance, proper use of citations/references, proper use of text), continued use and expanding knowledge of presentation application Microsoft PowerPoint 2010
- Use of internet for research
- Use of simulation websites such as virtual tours

AREAS TO BE EVALUATED: Class participation and class work.

GRADING:

A = 90% - 100%	Class participation 50%
B = 80% - 89%	10% In-Class assignments
C = 70% - 79%	Homework (includes Keyboarding practice) 20%
D = 60% - 69%	Projects 15%
F = Below 60%	Quizzes 5%

ADDITIONAL ACTIVITIES: None at this time.