

**Course Description**  
**Fourth 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 21<sup>st</sup> 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:** "Fourth Grade Technology, 32 Lessons Every Fourth Grader Can Accomplish On a Computer", Fourth Edition; Part Five of the Technology Education Series by Structured Learning

**TIME ALLOTMENT:** 45 minutes once per week per week

**MATERIALS:** HP Thin Client t5570e (pc), Gmail, Internet Explorer, [www.typingweb.com](http://www.typingweb.com) (keyboarding site), Microsoft Office 2010 (word processing/spreadsheet/presentation), [Spellingcity.com](http://Spellingcity.com) (spelling tutorial), various literacy and curricular appropriate search engines such as [factmonster.com](http://factmonster.com), [wordcentral.com](http://wordcentral.com), [worldbookonline.com](http://worldbookonline.com), etc.

**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, downloading files/attachments, 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
- Basic File Management (create/delete/rename folders, create/save files in varying applications, locate saved files, search for files, connect to file server to deposit/retrieve files, etc.)

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- 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, website evaluation, etc.), use of internet for research, use of search engines, website evaluation, use of simulation websites such as virtual tours
- 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, citations, 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 Autoshapes, 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 Microsoft Office PowerPoint 2010
- Basic Digital Photography (using basic camera functions, transferring pictures to a computer/server, basic editing techniques, etc.)

**AREAS TO BE EVALUATED:** Class participation and class work.

**GRADING:**

A = 90% - 100%	Participation 50%
B = 80% - 89%	Homework (includes Keyboarding practice) 30%
C = 70% - 79%	Projects 15%
D = 60% - 69%	Quizzes 5%
F = Below 60%	

**ADDITIONAL ACTIVITIES:** None at this time.