

*Curriculum Guide for 4<sup>th</sup> Grade Computers*

**Unit 1: Keyboarding**

**9 weeks**

**Elementary Computer Objectives: 1, 2, 4, 6, 7, 8, 9**

<b>Objectives</b>	<b>Methods</b>	<b>Resources</b>	<b>Assessment</b>
<p>The students will</p> <ul style="list-style-type: none"><li>• Understand general terms and have knowledge of typing</li><li>• Students will use formal keyboarding skills to learn the home keys (a, s, d, f, j, k, l, &amp; ;)</li><li>• Students will use formal keyboarding skills to learn the letters (g, h, r, u, e, i)</li><li>• Students will discuss ways we use the computer in positive ways (Bible, email, study, etc)</li><li>• Participate in the class computer recycling project</li></ul>	<ul style="list-style-type: none"><li>• Teacher explanation of assignment</li><li>• Discussion of computer terms and the computers importance</li><li>• Discussion of position and technique</li><li>• Practice typing letters and punctuation keys</li><li>• Timed typing tests</li></ul>	<ul style="list-style-type: none"><li>• Techworks: Teacher Created materials for Grade 4</li><li>• Lessons 1-6 of the Techworks Activity Cards</li><li>• Bible</li></ul>	<ul style="list-style-type: none"><li>• Class participation</li><li>• Can the student type using formal keyboarding skills</li><li>• Is the student improving when given timed typing tests</li><li>• Can the student identify the home row keys</li><li>• Is the student gaining confidence and control</li></ul>

## Unit 2: Keyboarding

9 weeks

Elementary Computer Objectives: 1, 2, 4, 6, 7, 8, 9

<b>Objectives</b>	<b>Methods</b>	<b>Resources</b>	<b>Assessment</b>
<p>The students will</p> <ul style="list-style-type: none"><li>• Use formal keyboarding skills to learn the following letters (w, o, q, p, t, y, n, m, v, b, c, x, and z)</li><li>• Students will use formal keyboarding skills to learn the period, colon, apostrophe, comma, left and right shift keys, quotation marks, and question marks</li><li>• Participation in class computer recycling project</li></ul>	<ul style="list-style-type: none"><li>• Teacher explanation of assignment</li><li>• Discussion of position and technique</li><li>• Practice typing letters and punctuation keys</li><li>• Practice typing short phrases or sentences using Bible verses</li><li>• Timed typing tests</li></ul>	<ul style="list-style-type: none"><li>• Techworks: Teacher Created materials for Grade 4</li><li>• Lessons 7-13 of the Techworks Activity Cards</li><li>• Bible</li></ul>	<ul style="list-style-type: none"><li>• Class participation</li><li>• Can the student type using formal keyboarding skills</li><li>• Is the student improving when given timed typing tests</li><li>• Is the student putting forth their best effort</li></ul>

### Unit 3: Paint, Draw, and Graphics

9 weeks

#### Elementary Computer Objectives: 1, 2, 3, 4, 9

<b>Objectives</b>	<b>Methods</b>	<b>Resources</b>	<b>Assessment</b>
<p>The students will</p> <ul style="list-style-type: none"><li>• Duplicate a graphic</li><li>• Draw a picture and type a descriptive paragraph in the paint program</li><li>• Become familiar with the paint, tools and be able to use these tools</li><li>• Be able to draw a picture and type a descriptive sentence in a paint program</li><li>• Participate in the class computer recycling project</li></ul>	<ul style="list-style-type: none"><li>• Teacher explanation of assignment</li><li>• Use paint tools to draw pictures of insects</li><li>• Use a graphic and explain in a short typed paragraph</li><li>• Timed typing tests to practice skills</li><li>• Draw a picture of a Bible story (Example: Noah's Ark) and type a descriptive paragraph</li><li>• Type prepared paragraphs and follow directions to include a graphic</li></ul>	<ul style="list-style-type: none"><li>• Techworks: Teacher Created materials for Grade 4</li><li>• Lessons 1-7 of the Techworks Activity Cards</li><li>• Bible</li></ul>	<ul style="list-style-type: none"><li>• Class participation</li><li>• Is the student able to properly use paint and draw tools</li><li>• Can the student type and insert graphics</li><li>• Is the student comfortable with the paint, draw, and graphics program</li><li>• Is the student's timed typing results improving</li><li>• Is the student putting forth their best effort</li></ul>

## Unit 4: Internet

9 weeks

### Elementary Computer Objectives: 1, 2, 4, 6, 7, 8, 9

<p>The students will</p> <ul style="list-style-type: none"><li>• Compose, address, and send email messages</li><li>• Become familiar with Acceptable Use Policies, online safety, online behavior, unwanted contact, and personal responsibility</li><li>• Become familiar with how to use bookmarks, favorites, and copy and paste</li><li>• Students can access, save to, and retrieve files</li><li>• Participate in the class computer recycling project</li></ul>	<ul style="list-style-type: none"><li>• Teacher explanation of assignment</li><li>• Discussion and informal email techniques written</li><li>• Type two standards of the topics the class discussed</li><li>• Sign a copy of the printed Acceptable Use Policy</li><li>• Discuss WWJD and the internet</li><li>• Bookmark a research topic or website</li><li>• Copy and past information to a Word Processing program</li><li>• Access a file and save with a new title</li><li>• Retrieve a saved file</li></ul>	<ul style="list-style-type: none"><li>• Techworks: Teacher Created materials for Grade 4</li><li>• Lessons 1-10 of the Techworks Activity Cards</li><li>• Bible</li></ul>	<ul style="list-style-type: none"><li>• Class participation</li><li>• Can students complete an email message using proper keyboarding techniques</li><li>• Are students knowledgeable regarding the Acceptable Use Policy</li><li>• Can students use bookmarks and copy and past tools to aid in a research project</li><li>• Are students comfortable and knowledgeable about researching on the internet</li><li>• Is the student putting forth their best effort</li></ul>
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