Curriculum Guide for 4th Grade Computers

Unit 1: Keyboarding

9 weeks

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

Objectives	Methods	Resources	Assessment
The students will • Understand general terms and have knowledge of typing • Students will use formal keyboarding skills to learn the home keys (a, s, d, f, j, k, l, & ;) • Students will use formal keyboarding skills to learn the letters (g, h, r, u, e, i) • Students will discuss ways we use the computer in positive ways (Bible, email, study, etc) • Participate in the class computer recycling project	• Teacher explanation of assignment • Discussion of computer terms and the computers importance • Discussion of position and technique • Practice typing letters and punctuation keys • Timed typing tests	• Techworks: Teacher Created materials for Grade 4 • Lessons 1-6 of the Techworks Activity Cards • Bible	• Class participation • Can the student type using formal keyboarding skills • Is the student improving when given timed typing tests • Can the student identify the home row keys • Is the student gaining confidence and control

Unit 2: Keyboarding

9 weeks

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

Objectives	Methods	Resources	Assessment
The students will • Use formal keyboarding skills to learn the following letters (w, o, q, p, t, y, n, m, v, b, c, x, and z) • Students will use formal keyboarding skills to learn the period, colon, apostrophe, comma, left and right shift keys, quotation marks, and question marks • Participation in class computer recycling project	• Teacher explanation of assignment • Discussion of position and technique • Practice typing letters and punctuation keys • Practice typing short phrases or sentences using Bible verses • Timed typing tests	• Techworks: Teacher Created materials for Grade 4 • Lessons 7-13 of the Techworks Activity Cards • Bible	• Class participation • Can the student type using formal keyboarding skills • Is the student improving when given timed typing tests • Is the student putting forth their best effort

Unit 3: Paint, Draw, and Graphics

9 weeks

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

Objectives	Methods	Resources	Assessment
The students will • Duplicate a graphic • Draw a picture and type a descriptive paragraph in the paint program • Become familiar with the paint, tools and be able to use these tools • Be able to draw a picture and type a descriptive sentence in a paint program • Participate in the class computer recycling project	• Teacher explanation of assignment • Use paint tools to draw pictures of insects • Use a graphic and explain in a short typed paragraph • Timed typing tests to practice skills • Draw a picture of a Bible story (Example: Noah's Ark) and type a descriptive paragraph • Type prepared paragraphs and follow directions to include a graphic	• Techworks: Teacher Created materials for Grade 4 • Lessons 1-7 of the Techworks Activity Cards • Bible	• Class participation • Is the student able to properly use paint and draw tools • Can the student type and insert graphics • Is the student comfortable with the paint, draw, and graphics program • Is the student's timed typing results improving • Is the student putting forth their best effort

Unit 4: Internet

9 weeks

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

The students will	Teacher	Techworks	Class
The students will • Compose, address, and send email messages • Become familiar with Acceptable Use Policies, online safety, online behavior, unwanted contact, and personal responsibility • Become familiar with how to use bookmarks, favorites, and copy and paste • Students can access, save to, and retrieve files • Participate in the class computer recycling project	• Teacher explanation of assignment • Discussion and informal email techniques written • Type two standards of the topics the class discussed • Sign a copy of the printed Acceptable Use Policy • Discuss WWJD and the internet • Bookmark a research topic or website • Copy and past information to a Word Processing program • Access a file and save with a new title • Retrieve a saved file	• Techworks: Teacher Created materials for Grade 4 • Lessons 1-10 of the Techworks Activity Cards • Bible	• Class participation • Can students complete an email message using proper keyboarding techniques • Are students knowledgeable regarding the Acceptable Use Policy • Can students use bookmarks and copy and past tools to aid in a research project • Are students comfortable and knowledgeable about researching on the internet • Is the student putting forth their best effort