Washington Township Public Schools COURSE OF STUDY – CURRICULUM GUIDE

Course:	Computer Literacy- Grade 4
Written By:	Mary Lou Barnett, Kellie Gorski, Kathleen Kersznowski, Eileen Keller, Lori Mazzeo, Dawn Heil
Under the Direc	tion of: Steve Whalen
Description:	Mission Statement: The mission of the elementary computer education program is to empower students to become life-long learners and effective users of information, ideas, and technology. All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively and to create and communicate knowledge across the curriculum.
	Goals & Expectations:
	<u>Grade 4:</u> Building on grade 3 goals and expectations, students are introduced to using developmentally appropriate digital resources to solve problems individually and collaboratively. Keyboarding Software, Word Processing Software, Drawing Software, and online resources will be used to solve problems individually and collaboratively. Students will also be introduced to cyber safety, cyber security, and cyber ethics when using existing and emerging technologies.
	Jack McGee: Assistant Superintendent for Curriculum & Instruction Gretchen Gerber: Director of Elementary Education
	Written: 2014
	Revised: BOE Approval:

DEMONSTRABLE PROFICIENCIES

COURSE TITLE: Computer Literacy- Grade 4

I. CLASSWORK REQUIREMENTS

- A. Remain on Task
- B. Demonstrate respect for and understanding of technology and equipment
- C. Understand Basic Computer Vocabulary
- D. Demonstrate Lesson Objectives

II. ATTITUDE & BEHAVIOR

A. Maintain the proper attitude and behavior to be a successful learner.

III. COURSE OBJECTIVES/OVERVIEW

- A. COURSE CONTENT
- B. SKILLS
- C. APPRECIATION OF CONCEPTS

IV. ATTENDANCE

Attendance: Refer to Board of Education Policy

V. GRADING PROCEDURES

- A. Teacher observation
- B. Performance Assessment
- C. Class Participation

MAJOR UNITS OF STUDY

Course Title: Computer Literacy- Grade 4

- I. Computer Basics: Reinforce knowledge of the parts of a computer, peripherals, and proper operating techniques.
- **II. Keyboarding:** Continue to develop proficiency with the keyboard, special functions of keys common to all computers, and proper keyboarding techniques in order to use the computer efficiently.
- **III. Word Processing/Multimedia/Spreadsheets:** Build upon knowledge of word processing programs to enhance the writing process, including presentation tools.
- IV. Internet Use and Research/Cyber Safety: Use the internet efficiently, effectively, ethically, and safely.

SCOPE & SEQUENCE

	Grade 4
1.	Computer Basics
	a. Identify parts of a computer (hardware & software)
	b. Open folders and applications
	c. Use of 'save' and 'save as'
	d. Basic troubleshooting
	e. Logging on and off of the computer
	f. Distinguish between local and network drives
2.	
	a. Increase proficiency with key location, space bar, enter/return, shift keys, backspace, and delete
	b. Use proper home row finger placement and type without looking at the keyboard
	c. Efficiently use the home row keys
	d. Use proper keyboarding posture and techniques
	e. Increase speed and accuracy
3.	Word Processing/Multimedia
	a. Use 'enter' key to create a new line
	b. Type simple paragraphs
	c. Use keyboard shortcuts and copy/cut/paste functions
	d. Use 'undo' and 'redo'
	e. Know and use various text features such as borders, bullets/numbering
	f. Format font, justification/alignment
	g. Insert and format clip art, word art and photos
	h. Create audio recordings of stories, poems
	i. Use drawing tools
	j. In Presentations, use animations, transitions, sounds, slide design
4.	Internet Use and Research/CyberSafety
	a. Click on web browser icon to access internet
	b. Click on a hyperlink to open a webpage
	c. Awareness of cyber safety (password protection, private information, advertisements, etc.)
	d. Define and give examples of netiquette
	e. Define and give examples of cyberbullying
	f. Search for information using a search engine
	g. Analyzing the accuracy of information on a website

g. Analyzing the accuracy of information on a websiteh. Awareness of acceptable and fair use practices

Course Title: Computer Literacy- Grade 4

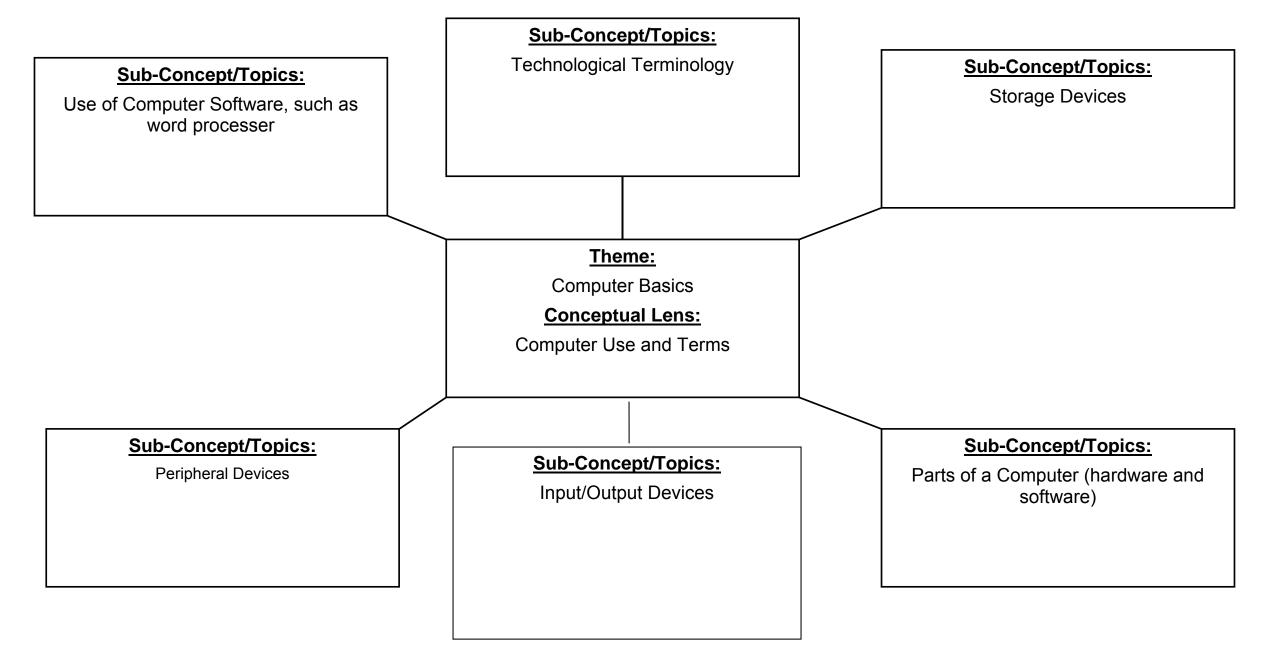
Unit #: UNIT 1 OVERVIEW

Unit Title: Computer Basics

Unit Description and Objectives:

The use of technology and digital tools requires knowledge and appropriate use of operations and related applications. Students will identify the basic features of a computer and explain how to use them effectively. Students will explain common uses of computer applications and hardware and identify their advantages and disadvantages. Students will engage in daily class discussions using technological terminology.

Essential Questions:	Enduring Understandings/Generalizations Students will understand <u>that</u> :	Guiding Questions
1. What are the computer parts and their uses?	1. The computer has basic parts and with specific uses.	1.1 What are the parts of the computer and their functions?
2. How can a word processor help you create a document?	2. Word Processors can become a useful tool in creating documents.	2.1 How can you create a document using a word processor?
3. What are the advantages and disadvantages of the applications and hardware?	3. Both software and hardware have advantages and disadvantages.	3.1 What are the advantages and disadvantages of the each hardware part of the computer?3.2 Where are the advantages and disadvantages of using software?
4. What are the basic technology terms?	4. That there is basic computer vocabulary.	4.1 What are the names of the computer hardware parts?4.2 What terms help us navigate software?
5. How do you navigate software?	5. Virtual Environments can be navigated when age appropriate.	5.1 How do we navigate a virtual environment?



Course Title/Grade:	Computer Literacy- Grade 4	Primary Core Conten	t Standards reference	d With Cumulative Progress Indicators
Unit Number/Title:	Unit 1: Computer Basics	8.1.2.A.1	8.1.2.A.4	9.2.4.A.4
Conceptual Lens:	Computer Use and Terms	8.1.2.A.2	8.1.2.A.5	9.3.4.A.6
Appropriate Time Alle	ocation (# of Days): <u>2-4 weeks</u>	8.1.2.A.3		

<u>Topics/Concepts</u> Incl. time / # days per topic)	Critical Content (Students Will Know:)	<u>Skill Objectives</u> (Students Will Be Able To:)	Instructional/Learning Activities & Interdisciplinary Connections	Instructional Resources	<u>Technology & 21st C Skills</u> <u>Integration (Specify</u>)	<u>NJCCCS w/</u> <u>CPI Reference</u>	Evaluation/ Assessment:
 Identify computer parts and terms Proper care of the computer Uses of applications and hardware/software Use basic technology terms Use and navigation of software environments Basic troubleshooting techniques Distinguish between local and network drives 	 Identify parts of the computer and know their functions Proper care of the computer Uses of software and hardware Basic computer vocabulary How to navigate appropriate websites using folders, tabs, etc. How to troubleshoot common issues (escape key, undo button, etc.) Locate documents or applications from various locations on the hard drive or other drives as needed 	 Be able to name basic computer parts and their functions Properly take care of the computer Recognize the difference between various hardware, software, and storage devices Recognize, identify and use basic computer vocabulary Navigate appropriate websites using folders, tabs, etc. 	 Present and label the parts of the computer and discuss their functions. Specify steps to proper computer care Present basic computer terms, vocabulary, and definitions Identify, compare, and locate various hardware, software, and storage devices 	Websites (such as ABCya.com) Flashcards Bingo/Matching Games, Hardware Hunt Worksheets, Chart LCD Projector PowerPoint Presentations Computers: Internet Research Age appropriate software Relevant websites for simulations, games, and challenging learning Activities Smart Board Net-Op Internet Research and online simulations Video Streaming	Integration of 21st century skills will enhance higher order thinking in daily curricular activities as documented in lesson plans, which include: Creativity and innovation Critical thinking and problem solving Communication and collaboration Information, media and technology skills Life and career skills • Initiative and self- direction • Social and cross- cultural skills • Productivity and accountability • Leadership and responsibility	8.1.2.A.1 8.1.2.A.2 8.1.2.A.3 8.1.2.A.4 8.1.2.A.5 9.2.4.A.4 9.3.4.A.6	Classwork Quizzes Project Rubric Observation of group cooperation and interaction Participation in class discussions Common Benchmark-Unit 1 <u>Assessments:</u> 1. Quiz: Students will be able to correctly label computer parts by use of label cards.

Course Title: Computer Literacy- Grade 4

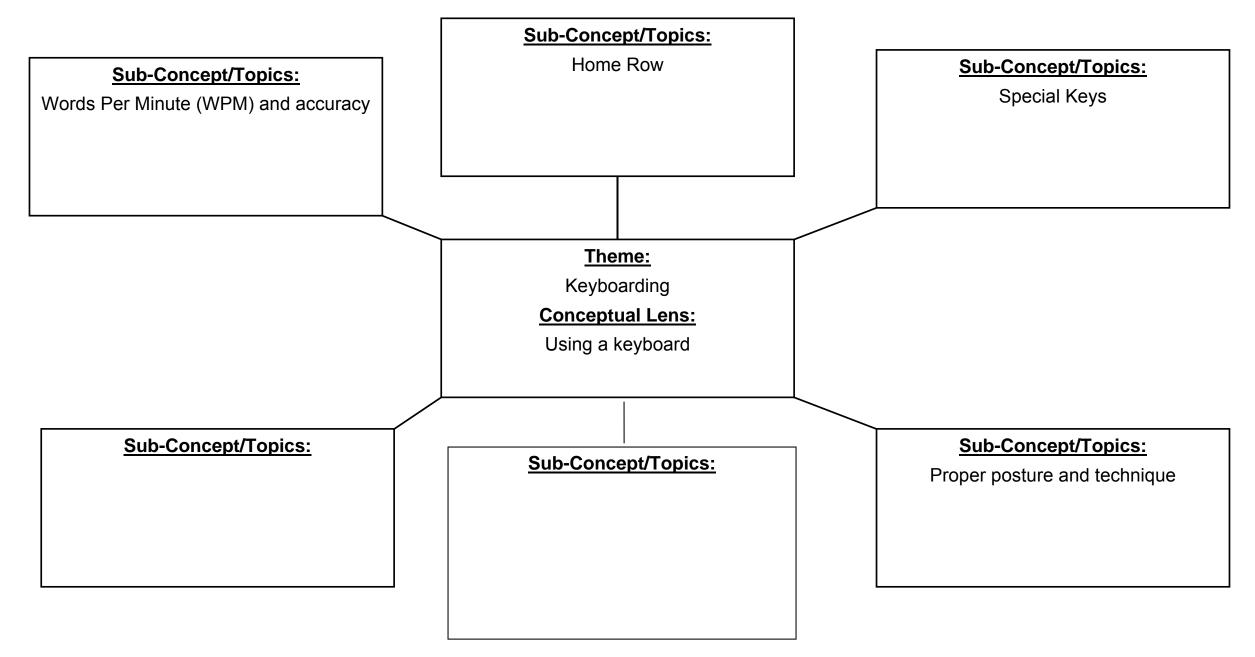
Unit #: UNIT 2 OVERVIEW

Unit Title: Keyboarding

Unit Description and Objectives:

Knowing how to keyboard is a critical life skill. Proper finger placement and the ability to memorize the location of all keyboard keys will be a valuable life skill for skill, college, and career. Students will build upon prior keyboarding knowledge and improve typing speed and accuracy.

Essential Questions:	Enduring Understandings/Generalizations Students will understand that:	Guiding Questions		
1. Why is proper finger placement on the keyboard important?	1. Proper finger placement is important for accurate keyboarding.	 How does knowing home row keys and proper fingering technique improve keyboarding speed and accuracy? 		
How will proper keyboarding prepare you for college and career readiness?	2. Typing speed and accuracy is a critical life skill.	3. For what life tasks will you need to know keyboarding?		
4. How does key memorization improve your words per minute fluency and speed?	3. Memorization of key locations aid speeds.	4. How does memorizing the keys help you type faster and more accurately?		



Course Title/Grade:	Computer Literacy- Grade 4	Primary Core Content Standards referenced With Cumulative Progress I					
Unit Number/Title:	Unit 2: Keyboarding	8.1.4.A.1	CCS 4.W.6	9.2.4.A.1	9.3.4.A.1		
Conceptual Lens:	Using a keyboard			9.2.4.A.2	9.3.4.A.2		
Appropriate Time All	ocation (# of Days): ongoing						

(Incl. time / # days per topic)	<u>Critical Content</u> (Students Will Know:)	<u>Skill Objectives</u> (Students Will Be Able To:)	Instructional/Learning Activities & Interdisciplinary Connections	Instructional Resources	<u>Technology & 21st C Skills</u> <u>Integration (Specify</u>)	NJCCCS w/ CPI Reference	Evaluation/ Assessment:
			& Interdisciplinary Connections 1. Use of tutorial software such as Type to Learn/Type for Fun 2. Memorize the home row keys. 3. Use of internet games to reinforce keyboarding (such as Dance Mat Typing, ABCya, Keyboard Ninja, etc.)	Instructional Resources Icprojector Computers: Age appropriate software Relevant websites Activities Smart Board Net-Op			Evaluation/ Assessment:ClassworkQuizzesProject RubricObservation of proper keyboarding techniqueParticipation in class discussionsCommon Benchmark-Unit 2 Assessment: Type to Learn Assessment
					• Leadership and responsibility		

Course Title: Computer Literacy- Grade 4

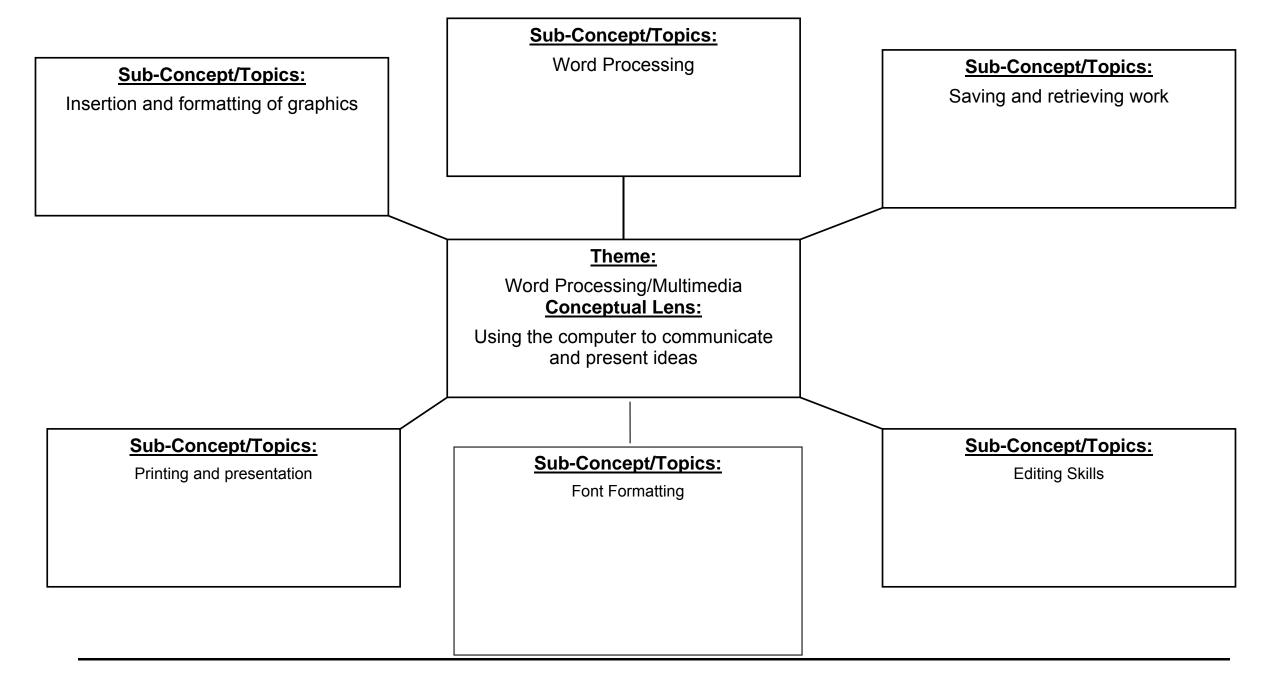
Unit #: UNIT 3 OVERVIEW

Unit Title: Word Processing/Multimedia

Unit Description and Objectives:

Software and web-based programs will allow students to create documents and presentations that support the learning process and foster collaboration and creativity. Students will engage in a variety of developmentally appropriate learning activities that allow them to learn the tools they need to create word documents and presentations.

Essential Questions:	Enduring Understandings/Generalizations	Guiding Questions
	Students will understand that:	
1. How do computers help students to create	1. Computers can be used to create	1.1 How do you use the computer to create
documents and presentations?	documents and presentations.	documents and presentations?
2. How do students use the computer to	2. Computers can help communicate	2.1 How can the computer help you to
create original works?	thoughts and ideas and create/knowledge	express yourself functionally and creatively?
	with others.	



Course Title/Grade: Computer	Computer Literacy- Grade 4		Primary Core Content Standards referenced With Cumulative Progress Indicator					
Unit Number/Title: Unit 3: Wo	rd Processing/Multimedia	8.1.4.A.1	CCS 4.W.6	9.2.4.A.1	9.3.4.A.2			
Conceptual Lens: Using the c	omputer to aid the writing process	8.1.4.A.2	CCS 4.W.7	9.2.4.A.2	CCS 4.SL.2			
Appropriate Time Allocation (#	of Days): <u>10-12 weeks</u>	8.1.4.A.3	8.1.4.A.4	9.3.4.A.1	CCS 4.SL.5			

Topics/Concepts (Incl. time / # days per topic)	<u>Critical Content</u> (Students Will Know:)	<u>Skill Objectives</u> (Students Will Be Able To:)	Instructional/Learning Activities & Interdisciplinary Connections	Instructional Resources	<u>Technology & 21st C Skills</u> <u>Integration (Specify</u>)	NJCCCS w/ CPI Reference	Evaluation/ Assessment:
1. Identify word processing terms	1. Word processing terms	1. Understand word processing terms and	1. Sample projects (may include All About Me,	Software such as Microsoft Word, KidPix and	Integration of 21st century skills will	8.1.4.A.1 8.1.4.A.2	Formative Assessments:
2. Use a template to complete a word processing document	2. How to populate a word processing	their functionsWord format: be able to	poems, stories, acrostics, or creative stories)	MaxWrite, MaxShow, PowerPoint, Recording	enhance higher order thinking in daily	8.1.4.A.3 8.1.4.A.4	Classwork
3. Change the font size/style/color	template3. Use the toolbar to change font, size,	format font. 3. Insert 4. Spell check	 Templates to be populated by students Students will create an 	software Websites such as:	curricular activities as documented in lesson plans, which include:	9.2.4.A.1 9.2.4.A.2	Quizzes
4. Place pictures and graphics in document from a clip art source	and color of text4. Apply graphics	 Spen check Retrieve, save, and print a document 	audio recording (using Microsoft recorder or	-Little Bird Tales -Storybird	Creativity and	9.2.4.A.2 9.3.4.A.1 9.3.4.A.2	Project Rubric
5. Apply correct editing and proofreading skills	from a clip art source	6. Compose documents using word processing	websites such as Little Bird Tales, Audacity,		innovation	9.3.4.A.2 CCS 4.W.6	Word Processing Activities and Projects
6. Retrieve, save, and print a document7. Create an audio recording	 Employ spell check and editing skills Process of 	tools7. Use technology to produce a published	PowerPoint, KidPix, etc.)4. In presentations, students will be able to add	LCD Projector Teacher Presentations Computers	Critical thinking and problem solving	CCS 4.W.7 CCS4.SL.2	Participation in class discussions
 Use 'enter' key to create a new line Type simple paragraphs 	retrieving, saving, and printing work	8. Create engaging audio	transitions and transition sounds	Smart Board Net-Op	Communication and collaboration	CCS4.SL.5	Common Benchmark-Unit 3 Assessment:
10. Use keyboard shortcuts and copy/cut/paste functions	7. How to use a computer	recordings of stories or poems 9. Students will be able to			Information, media and		1. Technology Learning Activity/Rubric: Students will
 Use 'undo' and 'redo' Know and use various text 	microphone to create an audio recording	create a simple slideshow or			technology skills Life and career skills		demonstrate use of formatting and editing tools in word
features such as borders, bullets/numbering 13. Format font,		presentation that includes graphics			• Initiative and self- direction		processing and presentation programs.
justification/alignment 14. Insert and format clip art,					Social and cross-		
word art and photos 15. Create audio recordings of stories, poems					cultural skillsProductivity and		
 Use drawing tools In Presentations, use animations, transitions. 					accountability		
sounds, slide design					• Leadership and responsibility		

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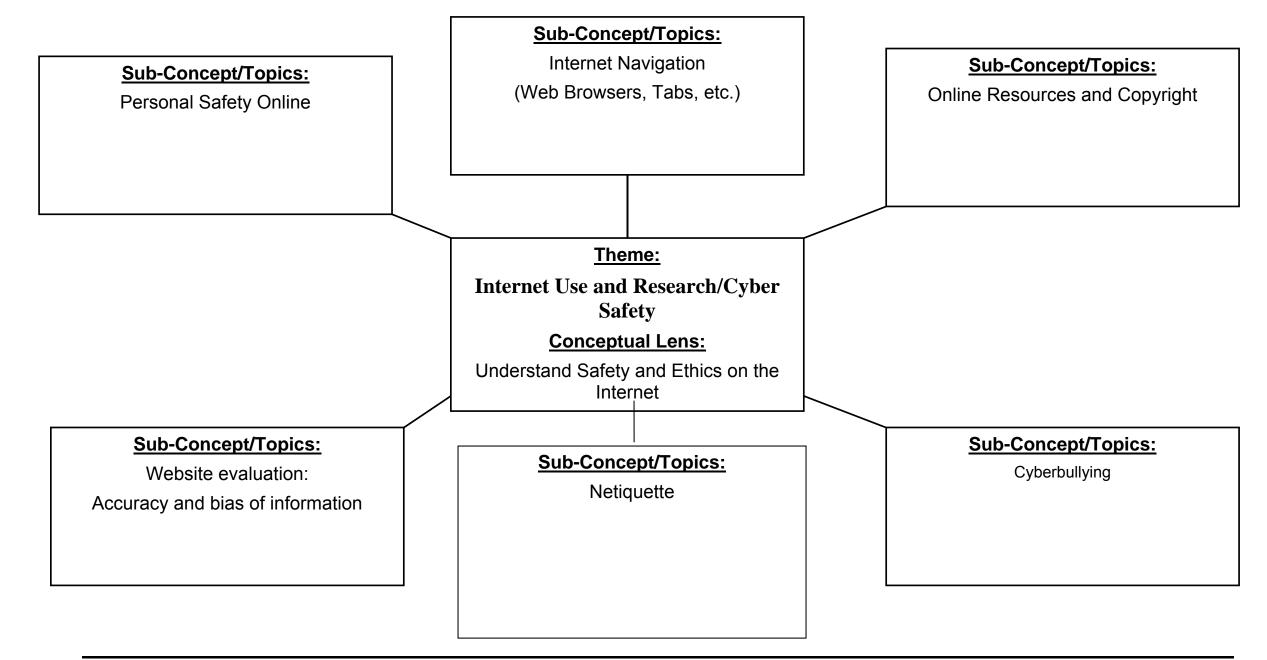
Unit #: UNIT 4 OVERVIEW

Unit Title: Internet Use and Research/Cyber Safety

Unit Description and Objectives:

Technological advancements create societal concerns regarding the practice of safe, legal, and ethical behaviors. Students will model appropriate conduct and behaviors when using classroom technology and online resources.

Essential Questions:	Enduring Understandings/Generalizations	Guiding Questions
	Students will understand that:	
1. How can students safely and ethically use the internet responsibly?	1. Legal and ethical behaviors are important in using the internet.	1.1 How can you use the internet safely?1.2 What behaviors are followed for internet use?
2. How do you ethically use information from an internet source?	2. Resources need to be cited when using information obtained from the internet.	2.1 When is it ethical to use information from the internet?



Course Title/Grade:	Computer Literacy- Grade 4	Primary Core Co	Primary Core Content Standards referenced With Cumulative Progress Indicators					
Unit Number/Title:	Unit 4: Internet Use and Research/Cyber Safety	8.1.4.D.1	CCS 4.W.8	CCS 4.W.7	9.1.4.E.4			
Conceptual Lens:	Understand Safety and Ethics on the Internet	8.1.4.D.2	CCS 4.RI.5	9.2.4.A.4				
Appropriate Time All	ocation (# of Days): <u>4-6 weeks</u>	8.1.4.D.3	CCS 4.W.6	9.3.4.A.6				

	<u>Fopics/Concepts</u> ime / # days per topic)	(5	<u>Critical Content</u> Students Will Know:)	(8	<u>Skill Objectives</u> Students Will Be Able To:)		astructional/Learning Activities z Interdisciplinary Connections	Instructional Resources	Technology & 21st C Skills Integration (Specify)	NJCCCS w/ CPI Reference	Evaluation/ Assessment:
1. Saf	fety and ethics on the	1.	How to stay safe	1.	Discuss and understand	1.	Navigate and discuss age	Websites (such as	Integration of 21st	8.1.4.D.1	
	ernet		on line by not		that the internet can be a		appropriate web sites such	NetSmartz Kids, Cyber	century skills will	8.1.4.D.2	Classwork
2. Use	e and misuse of the		sharing private		dangerous tool and learn		as NetSmartz Kids,	Pigs, Safe Side	enhance higher order	8.1.4.D.3	
	ernet		information and		internet safety	2.	Demonstrate ethical	Superchick)	thinking in daily		Quizzes
	e of web browsers		not communicating	2.	Recognize ownership of		behavior in all activities.		curricular activities as	9.2.4.A.4	
	vigation in a virtual		with strangers		what they do on line and	3.	Webhunts and webquests	Age Appropriate Videos	documented in lesson	9.3.4.A.6	Project Rubric
	online environment	2.			be ethical in internet use				plans, which include:	9.1.4.E.4	
	e of hyperlinks and		important on line	3.	Click on a web browser						Observation of group
	okmarks	3.			icon to access the			LCD Projector	Creativity and	CCS 4.W.6	cooperation and interaction
	etiquette		browser icon to		internet				innovation	CCS 4.W.7	
	berbullying		access the internet	4.	Click on a link to open a			DVDs		CCS 4.W.8	Participation in class
	cceptable Use Policy	4.		_	web page				Critical thinking and	CCS 4.RI.5	discussions
9. Dig	gital research		websites to locate	5.	Use appropriate websites			Teacher Presentations	problem solving		
			and research		to locate and research			_			
			information on a		information on a given			Computers:	Communication and		Common Benchmark-Unit 4
		~	given topic	-	topic			• Age appropriate	collaboration		Assessment:
		5.		6.	Use search tools (key			software			Technology Learning
			(key words, text		words, text features, side			• Relevant websites for	Information, media and		Activity/Rubric: Completion
			features, side bars,		bars, hyperlinks) to			simulations, games, and	technology skills		of an online activity focusing
			hyperlinks) to		locate information			challenging learning	I : C		on cyber safety and/or
			locate information					Activities	Life and career skills		netiquette
									• Initiative and self-		
								Smart Board	direction		
								Net-Op	• Social and cross-		
									cultural skills		
								Online simulations			
								Miles Characteria	Productivity and		
								Video Streaming	accountability		
									• Leadership and		
									1		
									responsibility		

Unit Modifications for Special Population Students:

Struggling Learners	Gifted and Talented Students (Challenge Activities)	English Language Learners	Special Education Students
 Assist students in getting organized. Give short oral directions. Use drill exercises. Give prompt cues during student performance. Let students with poor writing skills use a computer. Break assignments into small segments and assign only one segment at a time. Demonstrate skills and have students model them. Give prompt feedback. Use continuous assessment to mark students' daily progress. Prepare materials at varying levels of ability. Provide more hands-on activities. 	 Provide ample opportunities for creative behavior. Create assignments that call for original work, independent learning, critical thinking, problem solving, and experimentation. Show appreciation for creative efforts Respect unusual questions, ideas, and solutions. Encourage students to test their ideas. Provide opportunities and give credit for self-initiated learning. Avoid overly detailed supervision and too much reliance on prescribed curricula. Allow time for reflection. Resist immediate and constant evaluation. Avoid comparisons to other students. 	 Use a slow, but natural rate of speech; speak clearly; use shorter sentences; repeat concepts in several ways. Act out questions using gestures with hands, arms, and the whole body. Use demonstrations and pantomime. Ask questions that can be answered by a physical movement such as pointing, nodding, or manipulation of materials. When possible, use pictures, photos, and charts. Write key terms on the board. As they are used point to them. Corrections should be limited and appropriate. Do not correct grammar or usage errors in front of the class. Give honest praise and positive feedback through your voice tones and visual articulation whenever possible. Encourage students to use language to communicate, allowing them to use their native language to ask/answer questions when they are unable to do so in English. Integrate students' cultural background into class discussions. Use cooperative learning where students have opportunities to practice expressing ideas without risking language errors in front of the entire class. 	 Use concrete examples to introduce concepts. Make learning activities consistent. Use repetition and drills spread over time. Provide work folders for daily assignments. Use behavior management techniques, such as behavior modification, in the area of adaptive behavior. Break assignments into small segments and assign only one segment at a time. Demonstrate skills and have students model them. Encourage students to function independently. Give students extra time to both ask and answer questions while giving hints to answers. Give simple directions and read them over with students. Shorten the number of items on exercises, tests, and quizzes. Provide more hands-on activities.

CROSS-CONTENT STANDARDS ANALYSIS

 Course Title:
 Computer Literacy
 Grade:
 4

Unit Title:	Visual and Performing Arts	Comp. Health & Physical Ed.	English Language Arts	Mathematics	Science	Social Studies	World Languages	Technology	21 st Century Career & Life Skills
								8.1.2.A 1	9.1.4.A.1
								8.1.2.A 2 8.1.2.A 3	9.1.4.A.2 9.1.4.A.3
								8.1.2.A 4	9.1.4.A.5 9.1.4.A.5
Computer Bsics								8.1.2.A 5	
			4.W.6					8.1.2.B.1	9.1.4.E.1
Keyboarding									
			4.W.6					8.1.4.A.1	9.1.4.A.1
			4.W.7					8.1.4.A.2	9.1.4.A.2
			4.SL.2					8.1.4.A.3	9.1.4.A.3
Word			4.SL.5					8.1.4.A.4	9.1.4.A.4 9.1.4.A.5
Processing/Mult									9.1.4.E.1
									9.1.4.E.2
imedia									9.1.4.E.3
			4.W.6					8.1.4.D.1	9.1.4.E.4 9.1.4.A.1
			4.W.7					8.1.4.D.2	9.1.4.A.2
			4.W.8					8.1.4.D.3	9.1.4.A.3
			4.RI.5						9.1.4.A.4
Internet Use and									9.1.4.A.5
Research/ Cyber									9.1.4.B.1 9.1.4.E.1
Kesearch/Cyber									9.1.4.E.2
Safety									9.1.4.E.3
									9.1.4.E.4

*All core content areas may not be applicable in a particular course.

Washington Township Public Schools Department of Student Personnel Services

CURRICULUM MODIFICATION

The regular curriculum is modified for Special Education students enrolled in both self-contained and resource center classes.

Modifications address individual learning rates, styles, needs and the varying abilities of all special populations served in the programs available in the district.

The intent is three-fold:

- To provide alternative materials, techniques and evaluation criteria to address the range of students' needs;
- To parallel the regular curriculum in skill, content sequence and coverage to prepare students for mainstreaming;
- To maximize students' potential for movement to less restrictive environments.