

Grade level: 3<sup>rd</sup> Grade

Course Title: Computers

Topic/Concept: Computer Vocabulary

Time Allotment: 1 session

Unit Sequence: 1

**Major Concepts to be learned:**

1. The definitions of specific technology words (Boot, Browser, CD/DVD, Click, Crash, Cursor, Flash Drive)

**Expected Skills to be demonstrated:**

1. Identify the Definition of the following terms: Boot – Starting the computer, Browser – Software to search and display Web pages, CD/DVD – An optical disk containing data, recorded music or video recordings, Click – Selecting a screen item by moving the mouse pointer to the item, then clicking the mouse button, Crash – A serious program or computer failure, Cursor – A blinking line or solid rectangle that shows where the next keystroke will go, Flash Drive– A device for recording and storing data
2. Ability to Illustrate one of the words using an art application that represents the definition of the word.

**PA Standards/Anchors:**

**Eligible Content:**

PA Standard 3.6.3 F

- Identify different parts of the computer

**Instructional Strategies:**

**Assessments:**

Teacher Review of Vocabulary  
Smart board Presentation  
Independent Student Practice on the computer

- Vocabulary Page
- Computer Based Project

Due to the changing nature of technology this curriculum is subject to change as new technologies are invented and made available

Grade level: 3<sup>rd</sup> Grade

Course Title: Computers

Topic/Concept: The Keyboard

Time Allotment: 3 sessions

Unit Sequence: 2

**Major Concepts to be learned:**

1. The purpose of the keys on the keyboard (function keys, symbol keys, letters, numbers, and numbers pad, special keys)
2. How all of these keys are translated in a Word Processing Application (Microsoft Word)

**Expected Skills to be demonstrated:**

1. Knowledge of the location of each key on the keyboard
2. Knowledge of each key and its function
3. Proper use of these keys in Word Processing Applications
4. Knowledge of common key combinations (Ctrl + ALT + Delete)

**PA Standards/Anchors:**

**Eligible Content:**

PA Standard 3.7.3 C  
ISTE Standard 6a

- Identify basic computer operations
- Use educational software to manipulate the keyboard
- Understand and use technology systems

**Instructional Strategies:**

**Assessments:**

Teacher Demonstration on the Smartboard  
Teacher Discussion  
Guided Student Practice on Computers

- Computer Based Project (Application Assignment)
- Test
- Teacher Observation

Due to the changing nature of technology this curriculum is subject to change as new technologies are invented and made available

Grade level: 3<sup>rd</sup> Grade

Course Title: Computers

Topic/Concept: Home Tab in Microsoft Word

Time Allotment: 3 sessions

Unit Sequence: 3

**Major Concepts to be learned:**

1. How to make adjustment to font using the font section of the Home Tab in M. Word
2. How to make adjustments to font using the paragraph section of the Home Tab in M. Word

**Expected Skills to be demonstrated:**

1. Knowledge of how to adjust font using the font buttons (size, font style, font color, bold, italics, underline, highlighter)
2. Knowledge of how to align text using the paragraph section of the home tab (right, center, and left justified)

**PA Standards/Anchors:**

**Eligible Content:**

PA Standard 3.7.3 D ISTE Standard 6a	<ul style="list-style-type: none"><li>• Work with the computer by using basic computer software</li><li>• Use educational software to manipulate the keyboard or mouse</li><li>• Identify basic computer operations</li></ul>
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**Instructional Strategies:**

**Assessments:**

Teacher Demonstration on the Smartboard Student Interaction Using Smartboard Guided Student Practice on Computers	<ul style="list-style-type: none"><li>• Computer Based Project (Application Assignment)</li><li>• Test</li><li>• Teacher Observation</li></ul>
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Grade level: 3<sup>rd</sup> Grade

Course Title: Computers

Topic/Concept: Spelling/Grammar Check( M. Word)

Time Allotment: 1 session

Unit Sequence: 4

**Major Concepts to be learned:**

1. How to recognized spelling and grammar mistakes in M. Word
2. The three different ways to make spelling and grammar corrections in M. Word (Review Tab, Bottom Book, Right Click)

**Expected Skills to be demonstrated:**

1. Knowledge of what each color line symbolizes in M. Word (red line – spelling mistake) (green line – grammar mistake)
2. Ability to fix each spelling/grammar mistake in M. Word
3. Knowledge of exceptions to spelling/grammar that would require ignoring the underline

**PA Standards/Anchors:**

**Eligible Content:**

PA Standard 3.7.3 D  
ISTE Standard 6a

- Work with the computer by using basic computer software
- Use educational software to manipulate the keyboard or mouse
- Identify basic computer operations

**Instructional Strategies:**

**Assessments:**

Teacher Demonstration on the Smartboard  
Student Interaction Using Smartboard  
Guided Student Practice on Computers  
Independent Student Practice on Computers

- Computer Based Project (Application Assignment)
- Teacher Observation

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Grade level: 3<sup>rd</sup> Grade

Course Title: Computers

Topic/Concept: Clip Art Editing in Microsoft Word

Time Allotment: 3 sessions

Unit Sequence: 5

**Major Concepts to be learned:**

1. How to search and insert a piece of Clip Art onto a Word Document
2. How to move and Resize Clip Art to any location on the paper
3. How to adjust clip art using the picture tools tab (color, borders, shapes, and rotation)

**Expected Skills to be demonstrated:**

1. Ability to properly search for and insert a piece of Clip Art
2. Knowledge of how to move Clip Art around a page using the text wrapping feature
3. Knowledge of how to resize Clip Art from the corners of the Word Art (Not sides and top and bottom)
4. Knowledge of how to adjust pictures using the Picture Tools Tab

**PA Standards/Anchors:**

**Eligible Content:**

PA Standard 3.7.3 D  
ISTE Standard 6a

- Demonstrate the ability to communicate an idea through the use of a computer
- Use technology to create original works as a means of expression
- Understand and use technology systems
- Transfer current knowledge to the learning of new applications

**Instructional Strategies:**

**Assessments:**

Teacher Demonstration on the Smartboard  
Student Interaction Using Smartboard  
Guided Student Practice on Computers  
Independent Student Practice on Computers

- Written Test
- Computer Based Project (Application Assignment)
- Teacher Observation

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Grade level: 3<sup>rd</sup> Grade

Course Title: Computers

Topic/Concept: Photo Editing in Microsoft Word

Time Allotment: 3 sessions

Unit Sequence: 6

**Major Concepts to be learned:**

1. How to insert a photograph from your computer into Microsoft Word
2. How to move, resize, and adjust the photograph using the Picture Tools Tab

**Expected Skills to be demonstrated:**

1. Ability to locate a photograph on the computer
2. Ability to insert a photograph into a Word Document
3. Ability to move, resize, and adjust a photograph

**PA Standards/Anchors:**

**Eligible Content:**

PA Standard 3.7.2 D  
ISTE Standard 6a

- Demonstrate the ability to communicate an idea through the use of a computer
- Use technology to create original works as a means of expression
- Understand and use technology systems
- Transfer current knowledge to the learning of new applications

**Instructional Strategies:**

**Assessments:**

Teacher Demonstration on the Smartboard  
Student Interaction Using Smartboard  
Guided Student Practice on Computers  
Independent Student Practice on Computers

- Written Test
- Computer Based Project (Application Assignment)
- Teacher Observation

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Grade level: 3<sup>rd</sup> Grade

Course Title: Computers

Topic/Concept: Keyboarding

Time Allotment: 18 sessions

Unit Sequence: 7

**Major Concepts to be learned:**

1. Using keyboarding software students will learn the home row keys and additional keys that require a finger reach.
2. Students will learn the location of keys on the keyboard by applying proper hand positioning (home row)
3. Students will accurately type the lessons that are presented to them.

**Expected Skills to be demonstrated:**

1. Knowledge of the home row keys and additional keys that require finger reaches
2. Proficient use of the keys they have learned
3. Accuracy levels in typing that range in the 90% and above

**PA Standards/Anchors:**

**Eligible Content:**

PA Standard 3.7.3 C  
ISTE Standard 6a

- Identify Basic Computer Operations
- Use Educational software to manipulate the keyboard
- Understand and use technology systems

**Instructional Strategies:**

**Assessments:**

Teacher Demonstration on the Smartboard  
Guided Student Practice on Computers via Software Application  
Independent Student Practice on Computers

- Typing Program Lesson Tests
- Accuracy Readings in the Program
- Progress in the Program displayed on keyboard

Due to the changing nature of technology this curriculum is subject to change as new technologies are invented and made available

Grade level: 3<sup>rd</sup> Grade

Course Title: Computers

Topic/Concept: Wikispaces (Online Safety)

Time Allotment: 1 session

Unit Sequence: 8

**Major Concepts to be learned:**

1. The importance of privacy with internet use
2. The risks involved with disclosing personal information on the internet
3. Appropriate use of internet and online etiquette

**Expected Skills to be demonstrated:**

1. Knowledge of how to stay safe and private on the internet
2. Knowledge of the risk of internet use
3. Knowledge of appropriate communication and decision making in safe internet use

**PA Standards/Anchors:**

**Eligible Content:**

PA Standard 3.7.3 D  
PA Standard 1.2.1 B  
PA Standard 3.7.3 E  
ISTE Standard 5 a

- Use a computer as a form of media to gain information
- Understand and use technology systems
- Transfer current knowledge to the learning of new applications

**Instructional Strategies:**

**Assessments:**

Video about Online Safety  
Teacher Discussion  
Online Quiz

- Quiz
- Teacher observation

Due to the changing nature of technology this curriculum is subject to change as new technologies are invented and made available

Grade level: 3<sup>rd</sup> Grade

Course Title: Computers

Topic/Concept: Wikispaces (Online Discussions)

Time Allotment: 2 sessions

Unit Sequence: 9

**Major Concepts to be learned:**

1. How to post an appropriate online discussion
2. How to reply to an online discussion
3. How to view responses to posted discussions

**Expected Skills to be demonstrated:**

1. Ability to post a discussion on a wikipage
2. Ability to open a posted discussion and post a reply in the thread
3. Knowledge of page audiences in deciding what page is right for your post

**PA Standards/Anchors:**

**Eligible Content:**

PA Standard 3.7.3 D  
PA Standard 1.2.3 B  
PA Standard 3.7.3 E  
ISTE Standard 5 a

- Use a computer as a form of media to gain information
- Understand and use technology systems
- Transfer current knowledge to the learning of new applications

**Instructional Strategies:**

**Assessments:**

Teacher Demonstration on the Smartboard  
Guided Student Practice on Computers  
Independent Student Practice on Computers

- Computer Based Application Assignment
- Teacher Observation using Checklist

Due to the changing nature of technology this curriculum is subject to change as new technologies are invented and made available

Grade level: 3<sup>rd</sup> Grade

Course Title: Computers

Topic/Concept: Wikispaces (Editing Webpages)

Time Allotment: 2 sessions

Unit Sequence: 10

**Major Concepts to be learned:**

1. How to edit a wikipage(webpage) by adding text
2. How to edit a wikipage(Webpage) by adjusting the format of the text

**Expected Skills to be demonstrated:**

1. Ability to edit a wikipage by adding text
2. Ability to edit the text on a wikipage using the editor toolbar and the T tool.
3. Knowledge of how to improve the overall look of a webpage through text formatting

**PA Standards/Anchors:**

**Eligible Content:**

PA Standard 3.7.3 D  
PA Standard 1.2.3 B  
PA Standard 3.7.3 E  
ISTE Standard 5 a

- Use a computer as a form of media to gain information
- Understand and use technology systems
- Transfer current knowledge to the learning of new applications

**Instructional Strategies:**

**Assessments:**

Teacher Demonstration on the Smartboard  
Guided Student Practice on Computers  
Independent Student Practice on Computers

- Computer Based Application Assignment (Edit own wikipage)
- Teacher Observation using Checklist

Grade level: 3<sup>rd</sup> Grade

Course Title: Computers

Topic/Concept: Wikispaces (Creating Pages)

Time Allotment: 1 session

Unit Sequence: 11

**Major Concepts to be learned:**

1. How to edit the page by adding a link
2. How to use the link as a new page

**Expected Skills to be demonstrated:**

1. Knowledge that a link on a webpage (wikipedia) is essentially a new webpage
2. Ability to use the editor toolbar to add a link
3. Ability to name the link and the page with a unique page name
4. Knowledge of how to visit the link

**PA Standards/Anchors:**

**Eligible Content:**

PA Standard 3.7.3 D  
PA Standard 1.2.3 B  
PA Standard 3.7.3 E  
ISTE Standard 5 a

- Use a computer as a form of media to gain information
- Understand and use technology systems
- Transfer current knowledge to the learning of new applications

**Instructional Strategies:**

**Assessments:**

Teacher Demonstration on the Smartboard  
Guided Student Practice on Computers  
Independent Student Practice on Computers

- Computer Based Application Assignment (create additional wikispaces)
- Teacher Observation using Checklist

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Grade level: 3<sup>rd</sup> Grade

Course Title: Computers

Topic/Concept: Wikispaces (Uploading Files)

Time Allotment: 2 sessions

Unit Sequence: 12

**Major Concepts to be learned:**

1. How to upload files from a computer to a wikipage

**Expected Skills to be demonstrated:**

1. Ability to use the editor toolbar to upload a file from a computer onto a webpage
2. Ability to move that file to a specific location on a webpage

**PA Standards/Anchors:**

**Eligible Content:**

PA Standard 3.7.3 D  
PA Standard 1.2.3 B  
PA Standard 3.7.3 E  
ISTE Standard 5 a

- Use a computer as a form of media to gain information
- Understand and use technology systems
- Transfer current knowledge to the learning of new applications

**Instructional Strategies:**

**Assessments:**

Teacher Demonstration on the Smartboard  
Guided Student Practice on Computers  
Independent Student Practice on Computers

- Computer Based Application Assignment (Upload to wikipages)
- Teacher Observation using Checklist

Due to the changing nature of technology this curriculum is subject to change as new technologies are invented and made available

Grade level: 3<sup>rd</sup> Grade

Course Title: Computers

Topic/Concept: Wikispaces vs. Traditional Websites

Time Allotment: 1 session

Unit Sequence: 13

**Major Concepts to be learned:**

1. Recognize the difference between traditional websites and wikipages
2. How to edit wikipages of others

**Expected Skills to be demonstrated:**

1. Knowledge that wikipages are different than traditional websites because of the editing capabilities
2. Ability to edit a wikipage that does not belong to them
3. Use appropriate editing skills to improve the quality of someone's wikipage

**PA Standards/Anchors:**

**Eligible Content:**

PA Standard 2.3.3 A ISTE Standard 6b	<ul style="list-style-type: none"><li>• Use a computer as a form of media to gain information</li><li>• Understand and use technology systems</li><li>• Transfer current knowledge to the learning of new applications</li><li>• Select appropriate application to complete a task effectively</li></ul>
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**Instructional Strategies:**

**Assessments:**

Teacher Demonstration on the Smartboard Independent Student Practice on Computers	<ul style="list-style-type: none"><li>• Computer Based Application Assignment (Editing wikipages)</li><li>• Teacher Observation using Checklist</li></ul>
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Grade level: 3<sup>rd</sup> Grade

Course Title: Computers

Topic/Concept: Internet Vocabulary / Uses

Time Allotment: 3 sessions

Unit Sequence: 14

**Major Concepts to be learned:**

1. The proper terminology used with internet use
2. The function/name of all of the buttons on the internet toolbar
3. How to add a favorite to the favorites list
4. How to complete a basic internet search

**Expected Skills to be demonstrated:**

1. Knowledge of the proper vocabulary used internet use (browser, windows, tabs, link, search bar vs. address bar)
2. Knowledge of the buttons on the internet toolbar and their uses
3. Ability to add a site to the favorites list
4. Ability to conduct a one word internet search
5. Ability to type an address in the address bar

**PA Standards/Anchors:**

**Eligible Content:**

PA Standard 3.7.3 D  
PA Standard 1.2.3 B  
PA Standard 3.7.3 E  
ISTE Standard 5 a

- Use a computer as a form of media to gain information
- Understand and use technology systems
- Transfer current knowledge to the learning of new applications

**Instructional Strategies:**

**Assessments:**

Teacher Demonstration on the Smartboard  
Guided Student Practice on the Computers  
Independent Student Practice on Computers

- Test
- Computer Based Project (Application Assignment)
- Teacher Observation

Due to the changing nature of technology this curriculum is subject to change as new technologies are invented and made available

Grade level: 3<sup>rd</sup> Grade

Course Title: Computers

Topic/Concept: Encarta (Digital Encyclopedias)

Time Allotment: 3 sessions

Unit Sequence: 15

**Major Concepts to be learned:**

1. How to use a digital encyclopedia to conduct research
2. How to navigate through a digital encyclopedia

**Expected Skills to be demonstrated:**

1. Ability to use a digital encyclopedia to conduct research by navigating through categories
2. Ability to use a digital encyclopedia to conduct research by typing in search terms
3. Ability to use, print, listen to, and search articles using various menu options
4. Knowledge of how to use subheadings of article to conduct a more effective search

**PA Standards/Anchors:**

**Eligible Content:**

PA Standard 3.7.3 D  
PA Standard 1.2.3 B  
ISTE Standard 6a

- Work with the computer by using basic computer software
- Use educational software to manipulate the keyboard and mouse
- Use a variety of media to gain information

**Instructional Strategies:**

**Assessments:**

Teacher Demonstration on the Smartboard  
Guided Student Practice on the Computers  
Independent Student Practice on Computers

- Computer Based Application Assignment (Partner Project)

Due to the changing nature of technology this curriculum is subject to change as new technologies are invented and made available

Grade level: 3<sup>rd</sup> Grade

Course Title: Computers

Topic/Concept: Internet vs. Book Research

Time Allotment: 2 sessions

Unit Sequence: 16

**Major Concepts to be learned:**

1. Comparing the Internet vs. Book research using a Venn Diagram
2. The importance of using both methods when conducting research

**Expected Skills to be demonstrated:**

1. Recognizing the difference between book and internet research
2. Recognizing the similarities between book and internet research

**PA Standards/Anchors:**

**Eligible Content:**

PA Standard 2.3.3 A  
ISTE Standard 6b

- Use a computer as a form of media to gain information
- Understand and use technology systems
- Transfer current knowledge to the learning of new applications
- Select appropriate application to complete a task effectively

**Instructional Strategies:**

**Assessments:**

Teacher Demonstration on the Smartboard  
Guided Student Practice on the Computers  
Independent Student Practice on Computers

- Written Test

Due to the changing nature of technology this curriculum is subject to change as new technologies are invented and made available

Grade level: 3<sup>rd</sup> Grade

Course Title: Computers

Topic/Concept: Brochure Research and Publication

Time Allotment: 4 sessions

Unit Sequence: 17

**Major Concepts to be learned:**

1. How to publish a piece of writing using a brochure template in Microsoft Word
2. How computers can transform written text into published works using font formatting and additions of pictures

**Expected Skills to be demonstrated:**

1. Application of previous taught skills into a published brochure (Font Formatting, Clip Art, Pictures, etc)
2. Ability to insert text into a text box
3. Knowledge of the keyboard to allow for more effective typing

**PA Standards/Anchors:**

**Eligible Content:**

PA Standard 3.7.1 D  
PA Standard 3.6.1 A  
ISTE Standard 1b  
ISTE Standard 6a

- Demonstrate the ability to communicate an idea through the use of a computer
- Use technology to create original works as a means of expression

**Instructional Strategies:**

**Assessments:**

Teacher Demonstration on the Smartboard  
Guided Student Practice on the Computers  
Independent Student Practice on Computers

- Computer Based Project

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