

Grade level: 4th Grade

Course Title: Computers

Topic/Concept: Computer Use Inventory

Time Allotment: 1 session

Unit Sequence: 1

**Major Concepts to be learned:**

1. Self Evaluation of personal computer use
2. Goal setting for upcoming year

**Expected Skills to be demonstrated:**

1. Reflection of personal use of computer
2. Ability to type using a template
3. Appropriate goal setting for the year ahead

**PA Standards/Anchors:**

**Eligible Content:**

PA Standard 3.6.4 D  
PA Standard 3.6.4 C

- Explain and demonstrate the basic use of input and output devices
- Explain and demonstrate the use of internal and external storage devices
- Apply basic word processing skills

**Instructional Strategies:**

**Assessments:**

Independent Student Practice on Computers

- 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: 4th Grade

Course Title: Computers

Topic/Concept: Keyboarding

Time Allotment: 32 sessions

Unit Sequence: 2

**Major Concepts to be learned:**

1. Using keyboarding software students will learn the proper finger position and finger reach for all of the keys on the keyboard.
2. Students will accurately type the lessons that are presented to them.
3. Students will achieve proficient levels of knowledge for all of the letter keys on the keyboard

**Expected Skills to be demonstrated:**

1. Knowledge of the proper finger position for all the keys on the keyboard
2. Proficient use of all of the keys on the keyboard
3. Accuracy levels in typing that range in the 90% and above

**PA Standards/Anchors:**

**Eligible Content:**

PA Standard 3.6.4 C PA Standard 3.6.4 D	<ul style="list-style-type: none"><li>• Apply specific instructional software</li><li>• Explain and demonstrate the basic use of input and output devices (keyboard, mouse, printer)</li></ul>
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**Instructional Strategies:**

**Assessments:**

Teacher Demonstration on the Smartboard Guided Student Practice on Computers via Software Application Independent Student Practice on Computers	<ul style="list-style-type: none"><li>• Typing Program Lesson Tests</li><li>• Accuracy Readings in the Program</li><li>• Progress in the Program displayed on keyboard</li></ul>
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Grade level: 4<sup>th</sup> Grade

Course Title: Computers

Topic/Concept: Digital Photography

Time Allotment: 2 sessions

Unit Sequence: 3

**Major Concepts to be learned:**

1. The difference between digital and film photography
2. The photography process (how photos are made)
3. Pixels in digital images

**Expected Skills to be demonstrated:**

1. Knowledge of how digital and film cameras are similar and different
2. Knowledge of how photos are processed

**PA Standards/Anchors:**

**Eligible Content:**

PA Standard 3.6.4 B  
PA Standard 3.6.4 C  
PA Standard 3.6.4 D

- Identify electronic communication methods that exist in a community)
- Describe appropriate image generating techniques (photography)
- Apply operating system skills to perform basic computer tasks
- Explain and demonstrate the basic use of input and output devices

**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: 4<sup>th</sup> Grade

Course Title: Computers

Topic/Concept: Using a Webcam

Time Allotment: 2 sessions

Unit Sequence: 4

**Major Concepts to be learned:**

1. How to capture an image using a webcam
2. How to edit an image using the webcam software
3. How to save an image in the pictures folder

**Expected Skills to be demonstrated:**

1. Ability how to focus and capture an image using a webcam.
2. Ability to view and adjust the image using the computer and software.
3. Ability to save and locate an image in the pictures folder on the computer.

**PA Standards/Anchors:**

**Eligible Content:**

PA Standard 3.6.4 B  
PA Standard 3.6.4 C

- Explain and demonstrate the use of internal and external storage devices
- Identify electronic communication methods that exist in a community
- Describe appropriate image generating techniques

**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: 4<sup>th</sup> Grade

Course Title: Computers

Topic/Concept: Microsoft Digital Imaging Suite

Time Allotment: 4 sessions

Unit Sequence: 5

**Major Concepts to be learned:**

1. How to adjust the quality of photograph using advanced digital imaging software
2. How to adjust a photograph by adding effects
3. How to print a photograph using a variety of size options

**Expected Skills to be demonstrated:**

1. Ability to improve the image of a photograph using image editing software options
2. Ability to add on items to a photograph to alter the image
3. Ability to adjust the print size to allow for printing within a frame
4. Ability to add words to a photograph

**PA Standards/Anchors:**

**Eligible Content:**

PA Standard 3.6.4 B  
PA Standard 3.6.4 D

- Identify electronic communication methods that exist in a community
- Describe appropriate image generating techniques (photography)
- Apply specific instructional software

**Instructional Strategies:**

**Assessments:**

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

- 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: 4th Grade

Course Title: Computers

Topic/Concept: Wikispaces (Online Safety)

Time Allotment: 1 session

Unit Sequence: 6

**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 3.6.4 B  
PA Standard 3.6.4 D  
PA Standard 3.6.4 E

- Identify electronic communication methods that exist in a community
- Apply operating system skills to perform basic computer tasks

**Instructional Strategies:**

**Assessments:**

Teacher Demonstration on the Smartboard

- Written Test

Grade level: 4<sup>th</sup> Grade

Course Title: Computers

Topic/Concept: Wikispaces (Online Discussions)

Time Allotment: 1 sessions

Unit Sequence: 7

**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 and continue with the discussion

**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
4. Knowledge of how to send a message to the author of a post instead of replying to the post

**PA Standards/Anchors:**

**Eligible Content:**

PA Standard 3.6.4 B  
PA Standard 3.6.4 D  
PA Standard 3.6.4 E

- Identify electronic communication methods that exist in a community
- Apply operating system skills to perform basic computer tasks

**Instructional Strategies:**

**Assessments:**

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

- Computer Based Project (Application Assignment)
- Teacher Observation

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Grade level: 4<sup>th</sup> Grade

Course Title: Computers

Topic/Concept: Wikispaces (Editing Webpages)

Time Allotment: 2 sessions

Unit Sequence: 8

**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 with 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 (centering, style, size, color, etc)

**PA Standards/Anchors:**

**Eligible Content:**

PA Standard 3.6.4 D  
PA Standard 3.6.4 E

- Apply operating system skills to perform basic computer tasks
- Apply basic word processing skills
- Apply a Web Browser

**Instructional Strategies:**

**Assessments:**

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

- 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: 4<sup>th</sup> Grade

Course Title: Computers

Topic/Concept: Wikispaces (Uploading Files)

Time Allotment: 2 sessions

Unit Sequence: 9

**Major Concepts to be learned:**

1. How to upload files from a computer to a wikipage
2. The benefits of uploading files to the Internet

**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 locate the file within the folders of the computer
3. Knowledge of how to move a file to a specific location on a webpage
4. Understanding the benefits of uploading files to the webpage

**PA Standards/Anchors:**

**Eligible Content:**

PA Standard 3.6.4 D  
PA Standard 3.6.4 E  
PA Standard 3.6.4 B

- Apply operating system skills to perform basic computer tasks
- Apply a Web Browser
- Demonstrate the ability to communicate an idea by applying basic sketching and drawing techniques

**Instructional Strategies:**

**Assessments:**

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

- Computer Based Project (Application Assignment)
- Teacher Observation

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Grade level: 4<sup>th</sup> Grade

Course Title: Computers

Topic/Concept: Home Tab ( M. Word)

Time Allotment: 2 session

Unit Sequence: 10

**Major Concepts to be learned:**

1. How to adjust the font using the Font section of the Word Ribbon Home Tab
2. How to adjust the font using the Paragraph Section of the Word Ribbon Home Tab

**Expected Skills to be demonstrated:**

1. Knowledge of all of the buttons in the font section of the Home Tab in the Word Ribbon (font, size, clear formatting, bold, italics, underlined, strikethrough, subscript, subscript, casing, highlighter, and color)
2. Knowledge of the main buttons in the paragraph section of the Home Tab in the Word Ribbon (bullets, numbered list, multilevel list, indent, paragraph marker, alignment, line spacing)
3. Ability to apply these buttons in a Word document

**PA Standards/Anchors:**

**Eligible Content:**

PA Standard 3.6.4 C PA Standard 3.6.4 D	<ul style="list-style-type: none"><li>• Explain and demonstrate the basic use of input and output devices (keyboard, mouse, printer)</li><li>• Apply Basic Word Processing Skills</li></ul>
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**Instructional Strategies:**

**Assessments:**

Teacher Demonstration on the Smartboard Student Interaction Using Smartboard Guided Student Practice on Computers Independent Student Practice on Computers	<ul style="list-style-type: none"><li>• Written Test</li><li>• Computer Based Project (Application Assignment)</li><li>• Teacher Observation</li></ul>
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Grade level: 4<sup>th</sup> Grade

Course Title: Computers

Topic/Concept: Clip Art Editing in Microsoft Word

Time Allotment: 2 session

Unit Sequence: 11

**Major Concepts to be learned:**

1. How to insert clip art, photos, shapes, and wordart into a word document
2. How to move (text wrapping) and resize (from the corners) clip art into a word document
3. How to adjust clip art, photos, shapes, and wordart using the picture tools tab in the Word Ribbon

**Expected Skills to be demonstrated:**

1. Ability to move and resize clip art, photos, shapes, wordart
2. Ability to search for clip art and how to adjust a clip art search
3. Ability to locate pictures in the pictures folder on the computer
4. Ability to edit a piece of clip art and photographs using the adjust, pictures styles, arrange, and size sections of the picture tools tab.
5. Knowledge of how to remove all inserted items from your document

**PA Standards/Anchors:**

**Eligible Content:**

PA Standard 3.6.4 B  
PA Standard 3.6.4 C  
PA Standard 3.6.4 D

- Describe appropriate image generating techniques (photography)
- Explain and demonstrate the basic use of input and output devices
- Apply basic word processing skills

**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: 4th Grade

Course Title: Computers

Topic/Concept: Magazine Article Publication

Time Allotment: 4 sessions

Unit Sequence: 12

**Major Concepts to be learned:**

1. How to publish a piece of writing in a magazine format (columns)
2. How to adjust the font to fit within the confines of a template
3. How to add illustrations that wrap around the text using the through text wrapping feature

**Expected Skills to be demonstrated:**

1. Ability to type within a template, using columns and limitations
2. Ability to adjust font to fit within the confines of a template (size and style)
3. Ability to illustrate the article using behind text or through text options.
4. Ability to adjust certain components of a template to match the style of an article

**PA Standards/Anchors:**

**Eligible Content:**

PA Standard 3.6.4 C PA Standard 3.6.4 D	<ul style="list-style-type: none"><li>• Apply basic word processing skills</li><li>• Explain and demonstrate the basic use of input and output devices (keyboard, mouse, printer)</li></ul>
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**Instructional Strategies:**

**Assessments:**

Teacher Demonstration on the Smartboard Guided Student Practice on Computers Independent Student Practice on Computers	<ul style="list-style-type: none"><li>• Computer Based Project (Application Assignment)</li><li>• Teacher Observation</li></ul>
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Grade level: 4<sup>th</sup> Grade

Course Title: Computers

Topic/Concept: Microsoft Powerpoint

Time Allotment: 8 sessions

Unit Sequence: 13

**Major Concepts to be learned:**

1. How to create a slide show presentation
2. How to add text, designs, clip art, sound, and animations to a slide show presentation
3. How to present a slide show in powerpoint using the smartboard

**Expected Skills to be demonstrated:**

1. Ability to add text, clip art, animated clip art, sound, animations and designs to customize a slide show presentation
2. Ability to add a photograph to a slideshow
3. Knowledge of how to present a slideshow using a smartboard and bulleted points as talking points.

**PA Standards/Anchors:**

**Eligible Content:**

PA Standard 3.6.4 C  
PA Standard 3.6.4 D

- Identify and use simple graphics and presentation graphic materials generated by the computer
- Explain and demonstrate the basic use of input and output devices

**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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