

Computer/Technology Skills - Grade 4

Focus Areas

- Using databases
- Using spreadsheets
- Responsible and safe use of online resources
- Locating information on the Internet
- Evaluating information found through telecommunications
- Developing word processing documents
- Exploring e-mail
- Identifying ways technology has changed North Carolina

Strands: 1= Societal/Ethical Issues; 2 = Database; 3 = Spreadsheet; 4= Keyboard Utilization/Word Processing/Desk Top Publishing; 5 = Multimedia/Presentation; 6 = Telecommunications/Internet

COMPETENCY GOAL 1: The learner will understand important issues of a technology-based society and will exhibit ethical behavior in the use of computer and other technologies.

Objectives:

- 1.01 Identify, discuss, and visually represent ways technology has changed the lives of people in North Carolina. 1
- 1.02 Recognize, discuss, and use network terms/concepts (e.g., stand alone, network, file server, LANs, network resources). 1
- 1.03 Recognize, discuss, and use responsible, ethical, and safe behaviors when using technology resources (AUP/IUP). 1
- 1.04 Recognize that Copyright Laws protect creative work of individuals/groups/companies by citing sources. 1
- 1.05 Identify and discuss the benefits of non-networked and networked computers. 1
- 1.06 Explore and discuss occupations/careers that use computers/technology tools in North Carolina. 1
- 1.07 Identify, discuss, and visually represent how and why databases are used in North Carolina (e.g., schools, government, business, and science) to collect and organize information. 2
- 1.08 Identify and discuss how spreadsheets are used to calculate and graph data in a variety of settings (e.g., schools, government, business, industry). 3
- 1.09 Recognize and discuss the importance of citing sources of copyrighted materials in documents. 4
- 1.10 Use published documents (e.g., letter, memo, newspaper) to identify and discuss document design and layout as a class. 4

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- 1.11 Identify and discuss the use of multimedia tools to report content area information. 5
- 1.12 Recognize, discuss, and use multimedia terms/concepts (e.g., navigation buttons, transitions, links/hyperlinks, animation). 5
- 1.13 Recognize, discuss, and use Copyright and Fair Use Guidelines in multimedia projects by explaining selection and use of resources as a class. 5
- 1.14 Recognize and discuss telecommunications terms/concepts (e.g., browser, keyword, URL, hypertext, www). 6
- 1.15 Recognize, discuss, and model responsible and safe behavior using online resources as a class/group/individual. 6

COMPETENCY GOAL 2: The learner will demonstrate knowledge and skills in the use of computer and other technologies.

Objectives:

- 2.01 Sort and search/filter a prepared content area database for information and use correct terms/concepts to explain strategies used as a class activity. 2
- 2.02 Plan and use two criteria to search/filter prepared databases to locate and organize information for content assignments. 2
- 2.03 Identify, discuss, and use the spreadsheet terms/concepts (e.g., cell, column, row, values, labels, graph, formula). 3
- 2.04 Enter/edit data in prepared spreadsheets to perform calculations using simple formulas (+, -, *, /) and observe the changes that occur. 3
- 2.05 Use spreadsheets and graphs to organize, calculate, and display data in content areas. 3
- 2.06 Identify, discuss, and use terms/concepts of menu/tool bar (e.g., print preview, WYSIWIG, page setup, Spell Check, thesaurus) in word processing documents as a class. 4
- 2.07 Recognize, discuss, and use proper keyboarding techniques. 4
- 2.08 Use menu/tool bar features (e.g., print preview, Spell Check, thesaurus) to edit and make corrections to documents as a class/group activity. 4
- 2.09 Recognize and discuss guidelines for media (e.g., personal information, images, content, language) to consider in developing multimedia projects as a class/group. 5
- 2.10 Storyboard and modify multimedia projects with menus, branching and/or multiple outcomes for content areas, citing sources as a group activity. 5
- 2.11 Recognize, discuss, and use rubrics to evaluate elements (e.g., content, organization, appropriateness of materials, citations) of multimedia projects/products. 5

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- 2.12 Plan, discuss, and use search strategies with two or more criteria to find information online about North Carolina as a class/group. 6
- 2.13 Identify, discuss, and use online collaborative tools (e.g., email, surveys, videoconferencing) to collect data for content area assignments/projects. 6

COMPETENCY GOAL 3: The learner will use a variety of technologies to access, analyze, interpret, synthesize, apply, and communicate information.

Objectives:

- 3.01 Select and use technology tools (e.g., probeware, digital camera, scanners) to collect, analyze, and display information for content assignments. 1
- 3.02. Use databases to analyze and evaluate information in content areas and cite sources. 2
- 3.03 Discuss, plan, and develop simple databases in content area to enter/edit, collect, organize, and display content data as a class. 2
- 3.04 Enter data into prepared spreadsheets and select graph to best represent data and cite sources of data. 3
- 3.05 Use spreadsheet data and graphs to make predictions, solve problems, and make decisions in content areas as a class/group. 3
- 3.06 Use word processing as a tool for writing, editing, and publishing paragraphs, stories, and assignments. 4
- 3.07 Locate, select, organize, and present content area information from the Internet for a specific purpose and audience, citing sources. 6
- 3.08 Use a rubric as a guide to select, evaluate digital resources and information for content and usefulness in content area assignments as a class. 6

