MIDLAND PARK PUBLIC SCHOOLS
Midland Park, New Jersey
CURRICULUM

Computers Grade 3

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Grade 3 Computers

Course Description

Grade 3 Computers continues to build off the skills and knowledge the students have attained in Grades 1 & 2. Keyboarding skills continue to be a central focus and additional keys and shortcuts will be introduced this year. Microsoft Word skills will also be enhanced through more advanced features when creating curriculum based projects. Navigating the Internet and using search engines effectively will enhance their ability to use the Internet for research. Internet research projects will be more in depth and focus on using appropriate sources, plagiarism, and effective report writing. Internet safety and digital citizenship will also be a key component due the increased use of the Internet in class. PowerPoint will be a new program introduced and basic skills and features will be the focus.

Suggested Course Sequence:

Unit 1: *Keyboarding, Computer Basics and Vocab. and Word Review (10 weeks)* *
Unit 2: *Keyboarding, advanced Word Features, Computer Navigation (10 weeks)*
Unit 3: *Keyboarding, Internet safety, Digital Citizenship, Search engines (10 weeks)* *
Unit 4: *Keyboarding, Internet Research, PowerPoint (10 Weeks)* *

Pre-Requisite: Computers 1 & 2

* Approximately 2 weeks will be spent on on-line assessments such as Performance Series

Unit Overview

Content Area:
    Computers

Unit Title:
    Keyboarding and Word Processing Basics

Target Course/Grade Level:
    3rd Grade

Unit Summary The foundation upon which computer skills are built is mastery of keyboarding and word processing.

21ˢᵗ century themes:
    Literacy Life and Career Skills, Creativity and Innovation, Communication

Learning Targets

Standards

CPI#	Cumulative Progress Indicator (CPI)
8.1.4.A.1	Demonstrate effective input of text and data using an input device
8.1.4.A.2	Create a document with text formatting and graphics using word processing
8.1.4.A.5	Determine the benefits of a wide range of digital tools by using them to solve problems
8.1.2.B.1	Illustrate and communicate original ideas and stories using digital tools and media-rich resources

Unit Essential Questions	Unit Enduring Understandings
• How will enhancing our keyboarding skills improve our lives? • How can Word make our projects more creative?	• Using the home row enables us to type more efficiently • Understanding computer basics will help us succeed in the 21st century • Word can help make projects look neater, more organized and more creative

Unit Learning Targets

Students will...

- Demonstrate proper keyboarding techniques
- Use important keys on the keyboard (Shift, Tab, Enter, Backspace, Delete and Control)
- Navigate independently to the Computer Lab site
- Change font, size and color
- Use the Tab and Center keys
- Insert Clip Art and Word Art
- Save their work to the assigned folder
- Understand basic, key computer terminology

Evidence of Learning

Summative Assessment (X days)

Vocabulary quiz

Microsoft Word Project

Equipment Needed:

Computers, Faronics Insight, Projector

Teacher Resources:

Type to Learn 4,Computer basics video on www.discoveryeducation.com, Computer Lab Website

Formative Assessments

- Keyboarding checks
- Web navigation checks

Lesson Plans

Lesson #	Lesson Name	Time frame (hours/days)
1	Introduction	1 week
2	Create Folders, explore Lab Website	1 week
3	On-Line Assessment (PS)	2 weeks
4	Keyboarding	2 weeks
5	Vocabulary	2 weeks
6	Word Review	2 weeks

Teacher Notes:

Curriculum Development Resources
Click links below to access additional resources used to design this unit:

http://www.mpsnj.org/page/730

http://www.mpsnj.org/Page/2446

http://www.mpsnj.org/Page/2923

www.discoveryeducation.com

Unit Overview

Content Area: Computers

Unit Title: Intermediate Word Processing and Computer Navigation

Target Course/Grade Level: 3rd Grade

Unit Summary Being able to use newly learned keyboarding skills for word processing applications is crucial to academic success. Students must also be able to understand how to navigate through programs, folders, and other applications within Windows.

21st century themes: Literacy Life and Career Skills, Creativity and Innovation, Communication, ICT Literacy, Critical Thinking and Problem Solving

Learning Targets

Standards

8.1 Educational 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.

CPI#	Cumulative Progress Indicator (CPI)
8.1.4.A.1	Demonstrate effective input of text and data using an input device
8.1.4.A.2	Create a document with text formatting and graphics using word processing
8.1.4.A.5	Determine the benefits of a wide range of digital tools by using them to solve problems
8.1.2.B.1	Illustrate and communicate original ideas and stories using digital tools and media-rich resources
8.2.2.A.1	Describe how technology's products, systems and resources are useful tools at school, home and work.

Unit Essential Questions	Unit Enduring Understandings
• How can I navigate through menus, use icons, and problem solve when using a computer? • What are easy ways to locate and use advanced features in Word independently?	• Understanding where files are and programs are and how to open them makes computer use easier. • Using graphics and other features of Word make projects look more professional.

Unit Learning Targets
Students will...

- Continue to use proper keyboarding techniques including when they are using Word and navigating through their computer
- Use the Program menu and icons to find appropriate programs
- Be able to access external hardware such as a digital camera or flash drive
- Navigate ribbons within Word to find various features
- Browse the different windows on their computer and save to specific folders
- Insert images from a digital camera into a Word document
- Add page borders and highlighting to a document

Evidence of Learning

Summative Assessment (X days)
Microsoft Word Projects

Equipment Needed: Computers, Faronics Insight, Projector

Teacher Resources: Type to Learn 4, Computer Lab Website

Formative Assessments
- Keyboarding Checks
- Computer Navigation checks

Lesson Plans

Lesson #	Lesson Name	Time frame (hours/days)
1	Advanced Word Features	2 weeks
2	Word Project	1 week
3	Keyboarding Practice	1 week
4	Computer Navigation	2 weeks
5	Holiday Word Projects	4 weeks

Teacher Notes: Work with classroom teachers to create Word projects that can be tied into their curriculum. Use of Sony Bloggies is an easy way to introduce external hardware and digital photography.

Curriculum Development Resources
Click links below to access additional resources used to design this unit:

http://www.midlandparkschools.k12.nj.us/page/725
www.discoveryeducation.com
http://officeimg.vo.msecnd.net/en-us/files/932/246/AF101909394.pdf

Unit Overview

Content Area: Computers

Unit Title: Responsible use of the Internet and Intro to Internet Research

Target Course/Grade Level: 3rd Grade

Unit Summary

Students will learn to effectively use the Internet as a research tool and how best to make use of search engines. As they gain more exposure on-line, Internet Safety and Digital Citizenship will be introduced.

21st century themes: Critical Thinking and Problem Solving, Information, Media and Technology Skills, Information Literacy, ICT Literacy, Life and Career Skills

Learning Targets

Standards

8.1 Educational 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.

CPI#	Cumulative Progress Indicator (CPI)
8.1.4.A.1	Demonstrate effective input of text and data using an input device
8.1.4.A.5	Determine the benefits of a wide range of digital tools by using them to solve problems
8.1.4.D.1	Explain the need for individuals and members of the global community to practice cyber safety, cyber security, and cyber ethics when using existing and emerging technologies.
8.1.4.D.2	Analyze the need for and use of copyrights
8.1.4.D.3	Explain the purpose of an Acceptable Use Policy (AUP) and the consequences of inappropriate use of technology.

Unit Essential Questions	Unit Enduring Understandings
• How can we keep our information private and stay safe as our world heads on-line more and more each day? • How can we use search engines effectively to find the information that we need?	• Everyone on the Internet is a stranger! • It is very easy for people to lie on the Internet, there are no truth police. • Parents must be involved with students' on-line lives. • Using specific keywords helps narrow search results. • Trusted websites are the best places to start a research project.

Unit Learning Targets

Students will…

- Understand what information is acceptable to post on-line
- Know the consequences of inappropriate use of the Internet
- Be good digital citizens when on-line
- Comprehend the very real dangers of social networks and other on-line forums
- Use the Internet to find relevant information on a specific topic
- Know how to take notes without plagiarizing
- Make use of specific keywords that can narrow search results when using search engines
- Be introduced to some of the on-line databases we use at Highland School

Evidence of Learning

Summative Assessment (X days)

Internet Safety Quiz

Research Project

Internet Safety Poster on Word

Equipment Needed: Computers, Faronics Insight, Projector, World Book Online subscription

Teacher Resources: http://midlandparkschools.k12.nj.us/Page/2923,WorldBook Online, netsmartz.org, Discovery Education

Formative Assessments

- Class discussions
- Small group assignments
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Lesson Plans

Lesson #	Lesson Name	Time frame (hours/days)
1	Intro to Internet Safety	1 week
2	Internet Safety video and discussions	2 weeks
3	Internet Safety projects and quiz	3 weeks
4	Intro to Search Engines and Keywords	1 week
5	Using reliable sources and following links	1 week
6	Note-Taking and Plagiarism	2 weeks

Teacher Notes: Discovery Education has some useful Internet Safety videos as does Netsmartz. Many useful resources to be found on common sense media as well.

Curriculum Development Resources
Click links below to access additional resources used to design this unit:

http://midlandparkschools.k12.nj.us/Page/2923

http://www.state.nj.us/education/cccs/standards/8/8.pdf

www.netsmartz.org

www.commonsensemedia.org

Unit Overview

Content Area: Computers

Unit Title: Internet Research and PowerPoint

Target Course/Grade Level: 3rd Grade

Unit Summary

This will build off the basic research skills learned in Unit 3. Students will evaluate the reliability and useful-ness of websites and learn to create a Work Cited page. The culminating project will be a PowerPoint presentation on their topic.

21st century themes: Critical Thinking and Problem Solving, Information, Media and Technology Skills, Infor-mation Literacy, ICT Literacy, Life and Career Skills, Communication and Collaboration

Learning Targets

Standards

8.1 Educational 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.

CPI#	Cumulative Progress Indicator (CPI)
8.1.4.A.1	Demonstrate effective input of text and data using an input device
8.1.4.A.3	Create and present a multimedia presentation that includes graphics
8.1.4.D.1	Explain the need for individuals and members of the global community to practice cyber safety, cyber security, and cyber ethics when using existing and emerging technologies.
8.1.4.D.2	Analyze the need for and use of copyrights
8.1.4.E.2	Evaluate the accuracy, relevance, and appropriateness of print and non-print electronic infor-mation sources to complete a variety of tasks.

Unit Essential Questions	Unit Enduring Understandings
- How do we decide which on-line sources to use for research? - What's the best way to organize information in a PowerPoint as opposed to when writing a paper?	- Not all information on the Internet is valid. - On-line databases are valuable research tools. - It is important to write in your own words to avoid plagiarizing. - PowerPoint is a valuable tool to use to present your findings at the end of a research project.

Unit Learning Targets
Students will...
- Use a variety of reliable Print and Internet resources for their research
- Take notes in their own words to avoid plagiarizing
- Navigate links within webpages to find the information they need
- Determine if a website is a reliable source of information
- Turn their research into a PowerPoint presentation
- Add new slides, change layouts, change backgrounds,and format text in PPT
- Insert pictures and Word Art into a PPT
- Present their PPT to their class

Evidence of Learning

Summative Assessment (X days)
PowerPoint Presentation

Equipment Needed: Computers, Faronics Insight, Projector, World Book Online subscription, PowerPoint

Teacher Resources: WorldBook Online, http://midlandparkschools.k12.nj.us/page/1040

Formative Assessments
- Notebook checks during research
- PowerPoint Progress checks

Lesson Plans

Lesson #	Lesson Name	Time frame (hours/days)
1	Website evaluation and plagiarism	1 week
2	Project research	2-3 weeks
3	Intro to PowerPoint	1 week
4	More PowerPoint features	1 week
5	PowerPoint creation	2-3 weeks
6	PowerPoint Presentations	2 weeks

Teacher Notes:
Depending on the testing schedules many classes may be missed in the last quarter so plan accordingly. Some of the research may need to be completed outside of computer class.

Curriculum Development Resources

Click links below to access additional resources used to design this unit:

http://www.state.nj.us/education/cccs/standards/8/8.pdf