PETERS TOWNSHIP SCHOOL DISTRICT

CORE BODY OF KNOWLEDGE (CBK)

COMPUTER APPLICATIONS

GRADE 4

For each of the sections that follow, students may be required to understand, apply, analyze, evaluate or create the particular concepts being taught.

COURSE DESCRIPTION

This course will introduce and reinforce basic computer concepts and productivity software programs. Major units include computer hardware, online safety, communication, and productivity software. Key areas of focus include online safety and etiquette, using computers in a networked environment, and the creation of digital products (word processing, presentation, and desktop publishing).

STUDY SKILLS

- Utilize class web site and school email to access assignments and resources.
- Maintain an organized folder and class materials.
- Come to class with necessary materials, including project directions, grading rubrics, pencil, etc.
- Self-assess projects and assignments before turning in for a grade.
- Demonstrate responsibility in completing and turning in assignments, including when a class is missed or extra time is needed.

MAJOR UNIT THEMES:

1. COMPUTER BASICS

- Identify and use basic parts of a desktop computer and peripherals
- Log on, log off, restart, and shut down the computer
- Saving and naming files
- Accessing files from network drives

2. COMMUNICATION

- Create and format blog posts
- Appropriately comment on the posts of others
- Access and utilize school email account
- Email files as attachments

3. **ONLINE SAFETY**

- Keep personal information and identity private online
- Identify appropriate ways to handle email scams or spam
- Identify appropriate ways to deal with cyberbullying
- Practice safety by always logging/signing out of all online accounts

4. **PRODUCTIVITY SOFTWARE**

- Create and format word processing documents
- Create and format presentations
- Create and format desktop publishing documents
- Create a video using PhotoStory

MATERIALS (and Supplemental materials used in course):

- Teacher-created directions, grading rubrics, and materials.
- Electronic resources (school/class subscriptions)
  - PTSDWebApps
  - Kidblog
  - Grolier
  - BrainPOP/BrainPOP Jr
  - TrueFlix
  - QuizEgg
  - Learning Lab
- Web sites and online video clips
- Software: MicroSoft Office and PhotoStory 3 for Windows

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