

## Pine Hill Public Schools Curriculum

Content Area:		<b>Related Arts</b>	
Course Title/ Grade Level:		Computers / Grade 3	
Unit 1:	<b>Learn to Type/Online Safety/Digital Citizenship</b>	Month:	<b>September/October</b>
Unit 2:	<b>Microsoft Word/Poetry</b>	Month:	<b>November/December</b>
Unit 3:	<b>Black History/PowerPoint (Techno Hero)</b>	Month:	<b>January/February</b>
Unit 4:	<b>Microsoft Excel (Techno Biz)</b>	Month:	<b>March/April</b>
Unit 5:	<b>Creating Tables/AutoShapes/Life Cycle Charts/Favorite Vacation Chart/Research</b>	Month:	<b>May/June</b>
Date Created or Revised:		Updated December 2012	
BOE Approval Date:		8/28/12 & 12/18/12	

<b>Pine Hill Public Schools Computers Curriculum</b>	
<b>Unit Title: Learn to Type/Online Safety/Digital Citizenship</b>	
<b>Unit #: 1</b>	
<b>Course or Grade Level: Grade 3</b>	<b>Length of Time: September/October</b>
<b>Date Created: 6/8/2012</b>	<b>BOE Approval Date:</b>
<b>Pacing</b>	6-8 Sessions
<b>Essential Questions</b>	How do I type accurately and quickly? How does typing correctly help me in my school work and everyday life? How do I safely interact with other people online? What is good Digital Citizenship?
<b>Content</b>	<ul style="list-style-type: none"> <li>• Correct Typing Hand Position</li> <li>• Keyboard</li> <li>• Word Processing</li> <li>• MS Publisher</li> <li>• Word Processing</li> <li>• Menu Bar</li> <li>• Formatting Toolbar</li> <li>• Talking safely online</li> <li>• Digital Citizenship</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Use correct hand position when typing</li> <li>• Type drills to increase speed and accuracy</li> <li>• Type a 3 paragraph essay in a single sitting</li> <li>• Access a program from a file on the desktop</li> <li>• Use word processing skills to create an index card</li> <li>• Use Formatting Toolbar to change or add features to document</li> <li>• Access file in My Documents Folder</li> <li>• Save and print a document using layout feature</li> <li>• Define Digital Citizenship</li> <li>• Explain and show how to safely interact online</li> <li>• Describe safe online talking (never give out personal info, etc)</li> <li>• Find kid-safe monitored chat areas</li> </ul>
<b>Assessments</b>	<ul style="list-style-type: none"> <li>• Typing Tutorial Reports (Masterkey/Type to Learn 4)</li> <li>• Typed essays</li> <li>• Teacher observation of correct hand positions</li> <li>• Created log-in cards</li> <li>• Log-in successfully</li> <li>• Scored activities</li> <li>• Teacher observation</li> </ul>
<b>Interventions / differentiated instruction</b>	<ul style="list-style-type: none"> <li>• Individualized instruction</li> <li>• Extra time</li> </ul>
<b>Inter-disciplinary Connections</b>	<ul style="list-style-type: none"> <li>• Language Arts</li> <li>• Guidance/Safety</li> </ul>
<b>Lesson resources / Activities</b>	<ul style="list-style-type: none"> <li>• Microsoft Word</li> <li>• Master Key</li> <li>• Type to Learn 4</li> </ul>

- [http://funschool.kaboose.com/fun-blaster/back-to-school/games/game\\_super\\_hyper\\_spider\\_typer.html](http://funschool.kaboose.com/fun-blaster/back-to-school/games/game_super_hyper_spider_typer.html)
- <http://www.commonsemmedia.org/educators/lesson/talking-safely-online-3-5>
- <http://www.commonsemmedia.org/educators/lesson/super-digital-citizen-3-5>

**2009 NJCCCS**

**Standard: 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.

**Strand(s): A. Technology Operations and Concepts**

**Content Statement(s):** The use of technology and [digital tools](#) requires knowledge and appropriate use of [operations and related applications](#).

**CPI # / CPI(s):**8.1.4.A.1Demonstrate effective input of text and data using an input device. 8.1.4.A.2Create a document with text formatting and graphics using a word processing program.

**21<sup>st</sup> Century Themes**

x	Global Awareness		Financial, Economic, Business, and Entrepreneurial Literacy		Civic Literacy		Health Literacy
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**21<sup>st</sup> Century Skills**

	Creativity and Innovation	x	Critical Thinking and Problem Solving		Communication and Collaboration	x	Information Literacy
	Media Literacy		ICT Literacy		Life and Career Skills		

**Pine Hill Public Schools  
Computers Curriculum**

<b>Unit Title: Microsoft Word Poetry</b>		<b>Unit #: 2</b>
<b>Course or Grade Level: Grade 3</b>		<b>Length of Time: November/December</b>
<b>Date Created: 6/8/2012</b>		<b>BOE Approval Date:</b>
<b>Pacing</b>	6-8 sessions	
<b>Essential Questions</b>	How can we use Word Processing to publish writing and how can we use it to improve our writing and make it look visually great?	
<b>Content</b>	<ul style="list-style-type: none"> <li>• Poetry</li> <li>• Word Processing</li> <li>• Operating Environment (folders, templates)</li> <li>• Microsoft Clipart or pictures from the Internet</li> <li>• Word Processing</li> <li>• Problem Solving Skills</li> <li>• Menu Bar</li> <li>• Formatting Toolbar</li> <li>• Educational Gaming Software</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Write poetry in various forms</li> <li>• Format fonts, and borders, add clipart, text wrap, add wordart, edit an image</li> <li>• Use spell check and thesaurus tools</li> <li>• Save and Print a document</li> <li>• Copy clipart from the Internet and paste in document</li> <li>• Use word processing skills such as correct spacing, using punctuation marks, changing font, font size, font style, and edit mistakes.</li> </ul>	
<b>Assessments</b>	<ul style="list-style-type: none"> <li>• Printed poems</li> <li>• Printed Poetry Book</li> <li>• Checklist of Skills</li> <li>• Scored activities</li> <li>• Teacher observation</li> <li>• Student to student interaction and self evaluation</li> </ul>	
<b>Interventions / differentiated instruction</b>	<ul style="list-style-type: none"> <li>• Sample poems</li> <li>• Partially completed poems</li> <li>• Partner work</li> <li>• Individualized instruction</li> </ul>	
<b>Inter-disciplinary Connections</b>	<ul style="list-style-type: none"> <li>• Language Arts/Poetry</li> </ul>	
<b>Lesson resources / Activities</b>	<ul style="list-style-type: none"> <li>• Microsoft Word</li> <li>• Clipart Gallery</li> <li>• <a href="http://www.safesearchkids.com/safe-image-search.html">http://www.safesearchkids.com/safe-image-search.html</a></li> </ul>	

**2009 NJCCCS**

**Standard: 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.

**Strand(s): A. Technology Operations and Concepts**

**Content Statement(s):** The use of technology and [digital tools](#) requires knowledge and appropriate use of [operations and related applications](#)..

**CPI#/CPI(s):** 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 a word processing program.

**21<sup>st</sup> Century Themes**

	Global Awareness		Financial, Economic, Business, and Entrepreneurial Literacy		Civic Literacy		Health Literacy
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**21<sup>st</sup> Century Skills**

	Creativity and Innovation		Critical Thinking and Problem Solving		Communication and Collaboration	x	Information Literacy
	Media Literacy		ICT Literacy		Life and Career Skills		

<b>Pine Hill Public Schools Computers Curriculum</b>	
<b>Unit Title:</b> Black History/PowerPoint (Techno Hero)	<b>Unit #: 3</b>
<b>Course or Grade Level:</b> Grade 3	<b>Length of Time:</b> January/February
<b>Date Created:</b> 12/8/2012	<b>BOE Approval Date:</b>
<b>Pacing</b>	6-8 Sessions
<b>Essential Questions</b>	How do I create a slide show and make it look great? How do I insert sound and video into a slideshow? What is a hero (vs. what is a celebrity?)
<b>Content</b>	<ul style="list-style-type: none"> <li>• Microsoft PowerPoint</li> <li>• PowerPoint ribbon tools</li> <li>• Video Clips</li> <li>• Sound Clips</li> <li>• Safe Internet Search</li> <li>• Multi-media slideshow</li> <li>• Black History</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Open PowerPoint</li> <li>• Define Hero vs. Celebrity</li> <li>• Add a slide design/theme</li> <li>• Select and research a Black History Hero</li> <li>• Insert a new slide</li> <li>• Write a video script</li> <li>• Film a digital video</li> <li>• Insert video into slideshow</li> <li>• Save</li> <li>• Create a timeline slide</li> </ul>
<b>Assessments</b>	<ul style="list-style-type: none"> <li>• Printed slideshow</li> <li>• Slideshow presentation</li> <li>• Teacher observation</li> </ul>
<b>Interventions / differentiated instruction</b>	<ul style="list-style-type: none"> <li>• Peer assistance</li> <li>• Printed instructions</li> <li>• Partner Work (pair up to make slideshows)</li> <li>• One on one instruction</li> </ul>
<b>Inter-disciplinary Connections</b>	<ul style="list-style-type: none"> <li>• Language Arts</li> <li>• Research</li> <li>• Black History</li> </ul>
<b>Lesson resources / Activities</b>	<ul style="list-style-type: none"> <li>• <a href="http://www.enchantedlearning.com/history/us/aframer/bios/">http://www.enchantedlearning.com/history/us/aframer/bios/</a></li> <li>• Microsoft Powerpoint</li> <li>• Techno Kids templates and instructions</li> </ul>
<b>2009 NJCCCS</b>	
Standard: 8.1	
Strand(s): Technology Operations and Concepts	
<b>Content Statement(s):</b>	<b>CPI # / CPI(s):</b>

<p>The use of technology and digital tools requires knowledge and appropriate use of operations and related applications.</p>	<p>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 a word processing program.  8.1.4.A.3 Create and present a multimedia presentation that includes graphics.</p>
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**21<sup>st</sup> Century Themes**

x	Global Awareness		Financial, Economic, Business, and Entrepreneurial Literacy	x	Civic Literacy		Health Literacy
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**21<sup>st</sup> Century Skills**

x	Creativity and Innovation		Critical Thinking and Problem Solving		Communication and Collaboration	x	Information Literacy
	Media Literacy		ICT Literacy		Life and Career Skills		

<b>Pine Hill Public Schools Computers Curriculum</b>	
<b>Unit Title:</b> Microsoft Excel (Techno Biz)	<b>Unit #:</b> 4
<b>Course or Grade Level:</b> Grade 3	<b>Length of Time:</b> March/April
<b>Date Created:</b> 12/8/2012	<b>BOE Approval Date:</b>
<b>Pacing</b>	8 Sessions
<b>Essential Questions</b>	What are spreadsheets and how do they help us interpret data and make decisions?
<b>Content</b>	<ul style="list-style-type: none"> <li>• Spreadsheets/parts of spreadsheets</li> <li>• AutoSum, Merge and Center, Chart Wizard</li> <li>• Format fonts, cells and charts</li> <li>• Surveys</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Take a survey and enter results on a spreadsheet</li> <li>• Label and format spreadsheet</li> <li>• Play Excel BINGO and/or follow directions to create a Mystery Picture</li> <li>• Use autosum tool to total survey results</li> <li>• Use merge and center to clean up spreadsheet</li> <li>• Use Chart Wizard to create a graph of survey results</li> <li>• Format chart color and fonts</li> <li>• Write a report based on survey results</li> <li>• Copy and paste chart into report (from Excel to Word)</li> </ul>
<b>Assessments</b>	<ul style="list-style-type: none"> <li>• Printed Charts</li> <li>• Printed Mystery Pictures</li> <li>• Printed Reports</li> </ul>
<b>Interventions / differentiated instruction</b>	<ul style="list-style-type: none"> <li>• Printed directions</li> <li>• Partner work</li> <li>• Group work on surveys</li> <li>• One on one instruction</li> </ul>
<b>Inter-disciplinary Connections</b>	<ul style="list-style-type: none"> <li>• Math (surveys)</li> <li>• Language Arts (reports)</li> </ul>
<b>Lesson resources / Activities</b>	<ul style="list-style-type: none"> <li>• Microsoft Excel</li> <li>• Microsoft Word</li> <li>• Techno Kids Templates</li> </ul>
<b>2009 NJCCCS</b>	
<p><b>Standard: 8.1 Educational Technology:</b> 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.</p> <p><b>8.2 Technology Education, Engineering, and Design:</b> All students will develop an understanding of the nature and impact of technology, engineering, technological design, and the designed world, as they relate to the individual, global society, and the environment.</p>	
<b>Strand(s): A. Technology Operations and Concepts, F. Critical Thinking, Problem Solving, and Decision-Making , D. Research and Information Fluency</b>	
<b>Content Statement(s):</b> The use of technology and <a href="#">digital tools</a> requires knowledge and appropriate use of <a href="#">operations and related applications</a> . Information accessed through the use of <a href="#">digital tools</a>	<b>CPI # / CPI(s):</b> 8.1.4.A.4 Create a simple spreadsheet, enter data, and interpret the information. 8.2.4.D.1 Analyze responses collected from owners/users



assists in generating solutions and making decisions. Information-literacy skills, research, data analysis, and prediction provide the basis for the effective design of technology systems.	of a particular product and suggest modifications in the design of the product based on their responses. 8.1.4.F.1 Select and apply digital tools to collect, organize, and analyze data that support a scientific finding.

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	Media Literacy		ICT Literacy		Life and Career Skills		

<b>Pine Hill Public Schools Computers Curriculum</b>	
<b>Unit Title: Creating Tables/AutoShapes/Life Cycle Charts/Favorite Vacation Chart/Research</b>	<b>Unit #: 5</b>
<b>Course or Grade Level: Grade 3</b>	<b>Length of Time: May/June</b>
<b>Date Created: 12/9/2012</b>	<b>BOE Approval Date:</b>
<b>Pacing</b>	6 weeks
<b>Essential Questions</b>	How do I create a chart in a document? How do I safely find information on the Internet? How do I find a map using Google Earth?
<b>Content</b>	<ul style="list-style-type: none"> <li>• Microsoft Word</li> <li>• Google Safe Search/Safe Image Search</li> <li>• Life cycles of frogs and/or butterflies</li> <li>• Google Maps</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Open Word</li> <li>• Insert a table</li> <li>• Use autosshapes to create a chart</li> <li>• Search for images online</li> <li>• Copy images into a document</li> <li>• Search Google Maps for vacation spots</li> <li>• Use Google Safe Search to research vacation spots</li> <li>• Save</li> <li>• Print</li> </ul>
<b>Assessments</b>	<ul style="list-style-type: none"> <li>• Printed Life Cycle projects</li> <li>• Printed Vacation Charts</li> <li>• Teacher observation</li> </ul>
<b>Interventions / differentiated instruction</b>	<ul style="list-style-type: none"> <li>• Peer Assistance</li> <li>• One on one instruction</li> <li>• Printed directions</li> <li>• Modified assignment</li> </ul>
<b>Inter-disciplinary Connections</b>	<ul style="list-style-type: none"> <li>• Science</li> <li>• Social Studies</li> </ul>
<b>Lesson resources / Activities</b>	<ul style="list-style-type: none"> <li>• Microsoft Word</li> <li>• <a href="http://www.safesearchweb.com/google-kids.html">http://www.safesearchweb.com/google-kids.html</a></li> <li>• <a href="http://www.google.com/earth/index.html">http://www.google.com/earth/index.html</a></li> </ul>
<b>2009 NJCCCS</b>	
<b>Standard: 8.1</b>	
<b>Strand(s): Technology Operations and Concepts</b>	
<b>Content Statement(s):</b> The use of technology and digital tools requires knowledge and appropriate use of operations and related applications	<b>CPI # / CPI(s):</b> 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 a word processing program.

21<sup>st</sup> Century Themes

x	Global Awareness		Financial, Economic, Business, and Entrepreneurial Literacy		Civic Literacy		Health Literacy
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21<sup>st</sup> Century Skills

	Creativity and Innovation		Critical Thinking and Problem Solving		Communication and Collaboration	x	Information Literacy
	Media Literacy		ICT Literacy		Life and Career Skills		