

<p>Basic Skills and Concepts</p> <ul style="list-style-type: none"> • Mouse skills • Opens and quits applications • Works with windows, icons, and menus • Uses basic technology vocabulary • Save documents • Importance of saving • Retrieve documents • Uses OSX dock to find and launch applications • Computer care • Use menu bars and commands • Applies strategies for identifying and solving routine hardware and software problems • Select Printer • Use multiple applications simultaneously • Knows the fundamental parts of a computer and how they work • Understands the concepts of binary and encodings of information, can measure information in common terms such as bits, bytes, and MB • Understands how computers manipulate and store data such as text, images, sounds and movies. • Can define artificial intelligence and identify the differences between computer thinking and human thinking. 	<p>Keyboarding</p> <ul style="list-style-type: none"> • Uses proper posture • Locates and uses letter and number keys with correct left and right hand placement (i.e. use left hand on left side of keyboard, right hand on right side) • Uses the correct finger of the correct hand for space bar, return/enter key and shift keys (both left and right) • Uses home row finger placement • Key the entire alphabetic keyboard by touch using the correct finger of the correct hand • “Touch types” 20 words per minute 	<p>Email</p> <ul style="list-style-type: none"> • Explains the parts of an email address • Creates a password • Receives and replies to messages • Composes, edits and sends messages • Follows proper mail etiquette • Forwards mail with leading message • Attaches, receives and opens attachments using appropriate format and extension • Understands email interface (menus, keyboard shortcuts, icons, tools, options) • Creates maillists • Uses reply options • Sends/receives attachments • Participates in managed class chat assignment • Learns about email etiquette, privacy and safety • Learns email vocabulary and chat jargon • Continues discussion of appropriate use 	<p>Internet</p> <ul style="list-style-type: none"> • Uses teacher-selected web sites • Launches a browser and uses the tool bar • Navigates by clicking on links on web pages • Returns to site using back button or bookmark/favorites • Knows the parts of a URL • Evaluates sites and information for validity and accuracy • Copies and paste texts or images and cites sources correctly • Conducts guided research • Examines copyright issues • Understands how a network can be used to forward packets of data. • Understands how the internet relies on IP addresses, domain names and servers. • Can identify issues related to internet use such as net neutrality, virus propagation, and information security. 	<p>Word Processing</p> <ul style="list-style-type: none"> • Inserts, edits and formats text (alignment, style) • Uses spell check and thesaurus • Locate and use tab key • Locate and use insert, delete, number lock key • Select text • Use various fonts, sizes and colors • Space words • Locate and use arrow keys • Recognize text wrap feature • Insert/delete letters, words and spaces • Use cut, copy and paste • Create, move around and view multiple pages • Use line spacing • Work with page margins • Insert headers/footers • Create and edit tables • Insert and manipulate clip art • Setting up columns, background, and borders
<p>Unit 6</p> <p>Programming</p> <ul style="list-style-type: none"> • Identify and explain the function of basic programming • Create code for common tasks • Test and debug code • Problem-solve • Decision making • Create animations 	<p>Unit 7</p> <p>Ethics</p> <ul style="list-style-type: none"> • Demonstrates understanding of acceptable use policy • Follows rules and procedures for technology use (netiquette) • Works cooperatively and collaboratively with others when using technology • Exhibit positive social and ethical behaviors when using technology systems and software and discusses consequences of misuse • Respect rights of privacy and confidentiality for self and others • Plagiarism 	<p>Unit 8</p> <p>Safety</p> <ul style="list-style-type: none"> • Protect personal information • Identify dangerous or uncomfortable situations online • Handles dangerous or uncomfortable situations appropriately • Continued discussion of potential pitfalls/dangers of social networking 	<p>Unit 9</p> <p>File and Resource Management</p> <ul style="list-style-type: none"> • Logs onto network • Identifies purpose of network • Understands user name and password • Identify difference between local and network files • Saves and finds files and folders • Keeps documents separate from applications • Creates folders to store work and saves work in correct folder • Uses “get your projects here” and “turn your projects in” folders • Saves work in various formats and 	<p>Unit 10</p> <p>Spreadsheet</p> <ul style="list-style-type: none"> • Uses correct terminology • Adjust row height and column width • Format cells • Explains what the data represents in an existing spreadsheet • Uses existing spreadsheet to sort and find data • Editing contents of a cell • Collects data and creates new spreadsheet • Uses simple formulas • Collects, inputs, analyzes, organizes and displays data

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