

Computer Technology

GCS students in grades 4-5 will learn to communicate about technology using terms related to hardware, software and systems. They will learn some basic computer maintenance, as well as various types of applications available on the computer. They will have an introduction to computer hardware and will have an opportunity to open a computer and see how the devices are installed.

Grades 4 and 5 will begin touch-typing strategies that are age-appropriate. Early introduction of typing skills reduces bad habit development and provides additional benefits that include improvements in spelling, writing, and reading comprehension. They will learn proper keyboarding technique including posture, arm and hand position, and keystroking technique.

The typing program used at GCS is *Sunburst Type to Learn 4*, which teaches sequential introduction of the keys, along with repetition and reinforcement of concepts through games, assessments, and testing. By the end of the year, students this age should be proficient at home row keys and lettered keys, and be familiar with the rest of the keyboard. The requirement for 4th and 5th graders is to finish each lesson with a speed of 15 words-per-minute and 85% accuracy.

As well as keyboarding, the 4th/5th grade students will learn retrieval and storage of information on the computer through common software applications. They will learn how to create several essay Word documents, including formatting the text and adding pictures using clipart and photos. They will also learn how to create a book report with pictures, backgrounds and bullets on the computer using Microsoft Powerpoint. They will learn several formatting and editing concepts, and printing of documents and pictures. They will format a research paper using Microsoft Word's MLA template.

Introductory concepts will be taught in class related to spreadsheets, charting, databases, sound recording, podcasting, and digital photo editing, as time allows. It is planned to have the students create a mini-movie and import it into Windows Movie Maker for basic editing.

For more information on *Type to Learn*, see: <http://www.sunburst.com>