

**Farrington-Kaiser Complex Area  
Grade 4 Technology Scope and Sequence**

rev. 2/27/03

Basic Operations and Concepts	Social, Ethical and Human Issues	Technology as a Tool for Productivity					Technology as a Tool for Communications	Technology as a Tool for Research	Technology as a Tool for Problem Solving and Decision-Making
<p>Students demonstrate a sound understanding of the nature and operation of technology systems. Students are proficient in the use of technology</p>	<p>Students understand the ethical, cultural, and societal issues related to technology. Students practice responsible use of technology systems, information, and software.</p>	<p>Students use technology tools to enhance learning, increase productivity, and promote creativity. Students use productivity tools to collaborate in constructing technology-enhanced models, preparing publications, and producing other creative works.</p>					<p>Students use technology to communicate, to collaborate, publish, and interact with peers, experts, and other audiences. Students use a variety of media and formats to communicate information and ideas effectively to multiple audiences.</p>	<p>Students use technology to locate, evaluate, and collect information from a variety of sources. Students use technology tools to process data and report results. Students evaluate and select new information resources and technological innovations based on the appropriateness to specific tasks.</p>	<p>Students use technology resources for solving problems and making informed decisions. Students employ technology in the development of strategies for solving problems in the real world.</p>
		Word Processing	Draw & Paint	Database	Spreadsheet	Keyboarding			
<p>Perform basic troubleshooting tasks. As experience with equipment increases, students should develop a repertoire of troubleshooting techniques.</p> <p>Understand the physical components of a network; connection, users, system vs stand alone systems.</p>	<p>Understand and respect the following laws regarding software use:</p> <ol style="list-style-type: none"> <li>Public Domain-software that can be freely copied and distributed;</li> <li>Shareware-software that can be copied and shared, but any user of the software is obligated to pay fee to the author;</li> <li>Commercial software that is produced and sold by a company for profit with one backup copy allowed by publisher as described in software documentation.</li> </ol>	<p>Edit document</p> <p>Use spell checker and thesaurus.</p> <p>Formatting skills.</p> <p>Apply style changes: bold, underline, size, font, etc.</p> <p>Use justification: center titles, left justify, right justify, all justify.</p> <p>Change line spacing: double space, 1.5 space, single space etc.</p> <p>Use page breaks, tab, page setup.</p> <p>Move, copy, and paste text between two or more documents.</p> <p>Use Headers and Footers appropriately.</p>	<p>Use basic drawing tools (line, shapes, eraser)</p> <p>Use moving tools: selection rectangle</p> <p>Use basic paint tools. paint brush, spray can, patterns, color.</p> <p>Editing skills: cut, copy, paste, move between documents.</p> <p>Develop a product with text, buttons, graphics and sound using presentation software.</p>	<p>Participate in whole class and individual data gathering activities and creation of database.</p> <p>Create fields, format fields, enter data.</p> <p>Know data base terminology - field, records, views, browse, layout, data, list, design, report.</p>	<p>Design a spreadsheet and input information. Enter labels and values.</p> <p>Create with teacher, a whole group graph/chart. Use "make chart" features.</p> <p>Learn and use spread sheet terminology: columns, rows, cells, etc.</p>	<p>Keyboard with suggested speed of 8-10 wpm.</p> <p>Use quotation marks and apostrophes.</p> <p>Demonstrate position of the left and right hands in the home row keys.</p> <p>Use proper key boarding technique during keyboarding lessons.</p> <p>Use correct body position and alignment.</p>	<p>Use technology tools (e.g., multimedia authoring, presentation, Web tools, digital cameras, scanners, for individual and collaborative writing, communication, and publishing activities to create knowledge products for audiences inside and outside the classroom.</p> <p>Use telecommunications efficiently and effectively to access remote information, communicate with others in support of direct and independent learning, and pursue personal interests.</p> <p>Understand concept of an on-line project and e-mail.</p>	<p>Use telecommunications and online resources (e.g., e-mail, online discussions, Web environments) to participate in collaborative problem-solving activities for the purpose of developing solutions or products for audiences inside and outside the classroom.</p> <p>Use technology resources (e.g., calculators, data collection probes, videos, educational software) for self directed and extended learning activities.</p> <p>Use a variety of sources: text, on-line, CD-ROM, interviews.</p> <p>Search independently.</p>	<p>Determine when technology is useful and select the appropriate tools and technology resources to address a variety of tasks and problems.</p> <p>Evaluate the accuracy, relevance, appropriateness, comprehensiveness, and bias of electronic information sources.</p>