



Unit Planner: Unit 1: Basic Computer Concepts and Operations Technology 3

Last updated August 1, 2019

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Unit 1: Basic Computer Concepts and Operations

Stage 1: Desired Results	
General Information This unit will run the course of the year and will be taught concurrently with Units 2-4. This unit provides the students with opportunities to learn and practice basic technology skills.	Essential Question(s) • How can different technology tools meet my needs and enhance my learning? • How can I troubleshoot to solve my technology problem? • How does evaluating my sources allow me to gain accurate information?
Enduring Understandings and Knowledge • Students will develop and master basic computer operations. • Students will choose the appropriate technology tools to show understanding of subject content. • Students will effectively use and troubleshoot basic computer processes. • Students will be able to locate and select appropriate information from age appropriate sources.	Skills • Print files independently • Toggle between 2 programs • Show and hide toolbars • Save and Access files • Manipulate graphics (sizing, moving, text wrap, etc.) • Change page orientation • Create folders to organize files • Use proper typing technique with efficiency and accuracy without looking at the keyboard • Type with one space between words and be consistent with spacing after a sentence (1 or 2 spaces is acceptable) • Use the return and tab keys • Collaborate and provide feedback to a peers • Create strong passwords • Organize and secure log-in information • Search the internet by utilizing search strategies: keywords, concepts, subjects, headings • Use teacher chosen web sites/ reference software to extract and gather information for research
Connections to Catholic Identity / Other Subjects Cross-curricular project-based learning experiences should be coordinated with content area teachers based on their pacing guide. Religion- Define “resurrection” utilizing search strategies: keywords. Social Studies- Use a word processor to make a flowchart of government elections and jobs Math- Use web 2.0 tools to practice and master their multiplication facts.	Vocabulary • technology • document • cursor • word processor • copy • paste • cut • address bar • Internet browser • icon • spreadsheet • graphic

- blog
- download
- upload
- search engine
- Wifi
- firewall
- homepage
- jpg
- username
- password
- virus
- malware
- troubleshoot

Standards & Frameworks Addressed

ISTE: Educational Technology (2016)

ISTE: All Grades

1. Empowered Learner

Students leverage technology to take an active role in choosing, achieving and demonstrating competency in their learning goals, informed by the learning sciences. Students:

- articulate and set personal learning goals, develop strategies leveraging technology to achieve them and reflect on the learning process itself to improve learning outcomes.
- build networks and customize their learning environments in ways that support the learning process.
- use technology to seek feedback that informs and improves their practice and to demonstrate their learning in a variety of ways.
- understand the fundamental concepts of technology operations, demonstrate the ability to choose, use and troubleshoot current technologies and are able to transfer their knowledge to explore emerging technologies.

2. Digital Citizen

Students recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical. Students:

- manage their personal data to maintain digital privacy and security and are aware of data-collection technology used to track their navigation online.

Knowledge Constructor

Students critically curate a variety of resources using digital tools to construct knowledge, produce creative artifacts and make meaningful learning experiences for themselves and others. Students:

- plan and employ effective research strategies to locate information and other resources for their intellectual or creative pursuits.
- evaluate the accuracy, perspective, credibility and relevance of information, media, data or other resources.

6. Creative Communicator

Students communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats and digital media appropriate to their goals. Students:

- choose the appropriate platforms and tools for meeting the desired objectives of their creation or communication.

7. Global Collaborator

Students use digital tools to broaden their perspectives and enrich their learning by collaborating with others and working effectively in teams locally and globally. Students:

- use digital tools to connect with learners from a variety of backgrounds and cultures, engaging with them in ways that broaden mutual understanding and learning.

2016 ISTE Standards

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