

# Computer Skills

## 3<sup>rd</sup> Grade

Benchmark Code – Subject: Computer Skills = CS

Strand 1= Operating the Computer

Strand 2= Word Processing

Strand 3= Keyboarding

Strand 4= Graphics

Strand 5= Spreadsheets

Strand 6= Database

Strand 7= Internet

Strand 8= Multimedia

Strand 9= Authoring Software

Standard 1= Understand basic technology operations and concepts

Standard 2= Use technology responsibly and ethically

Standard 3= Use technology to communicate effectively and creatively

Standard 4= Use technology for thinking, learning, and producing real world situations

Standard 5= Use technology for research, problem solving, and decision-making

Code: Subject.Grade.Strand#.Standard#. Benchmark#

Example: CS.3.1.4.3 – Computer Skills, Third Grade, Strand 1, Standard 4, Benchmark 3

### Strand 1: Operating the Computer

Standard 1: The student understands basic technology operations and concepts.

Benchmark Code	Benchmark
CS.3.1.1.1	The student will be able to define and name examples of hardware and software.
CS.3.1.1.2	The student will differentiate between operating systems and application software.
CS.3.1.1.3	The student will understand the computer processes.
CS.3.1.1.4	The student will differentiate between input and output devices.
CS.3.1.1.5	The student will differentiate between RAM and ROM memory.
CS.3.1.1.6	The student will follow procedures for using the computer.
CS.3.1.1.7	The student will be able to define byte, kilobyte, megabyte, and gigabyte.

Standard 2: The student uses technology responsible and ethically.

Benchmark Code	Benchmark
CS.3.1.2.1	The student will differentiate between their personal work and the work of others.
CS.3.1.2.2	The student will follow the procedures to save and quit their work before they leave.
CS.3.1.2.3	The student will understand helpful rules to be safer on internet.

## **Strand 2: Word Processing**

Standard 1: The student understands basic technology operations and concepts.

Benchmark Code	Benchmark
CS.3.2.1.1	The student will be able to type paragraphs following grammar rules.
CS.3.2.1.2	The student will be able to apply different fonts and styles to a text.
CS.3.2.1.3	The student will be able to use alignment tools in a text (left, right, center, and justify).
CS.3.2.1.4	The student will be able to copy and paste text and objects in a document.
CS.3.2.1.5	The student will be able to open 2 or more application software at the same time.
CS.3.2.1.6	The student will be able to insert a table in a document in Word.
CS.3.2.1.7	The student will be able to save a document in a USB flash drive.

Standard 4: The student uses technology for thinking, learning, and producing real world situations.

Benchmark Code	Benchmark Code
CS.3.2.4.1	The student will follow standard guidelines to personalize their work (title, date, name, grade and section).
CS.3.2.4.2	The student will create a card for the holidays (Christmas, Mother's Day, Valentine's Day, etc.)

## **Strand 3: Keyboarding**

Standard 1: The student understands basic technology operations and concepts.

Benchmark Code	Benchmark
CS.3.3.1.1	The student will identify and memorize each letter from the keyboard.
CS.3.3.1.2	The student will correctly place left and right hands when typing.
CS.3.3.1.3	The student will master the use of special keys (space bar, enter, shift, caps lock, arrow, delete, and tab).
CS.3.3.1.4	The student will type with an average speed and accuracy (10 wpm).

Standard 2: The student uses technology responsible and ethically.

Benchmark Code	Benchmark
CS.3.3.2.1	The student will show correct posture for keyboarding when using the computer.

## **Strand 4 : Graphics**

Standard 1: The student understands basic technology operations and concepts.

Benchmark Code	Benchmark
CS.3.4.1.1	The student will recognize icons.
CS.3.4.1.2	The student will create free-form images.
CS.3.4.1.3	The student will create images using geometric shapes.
CS.3.4.1.4	The student will modify images using color, pen, and fill tools.
CS.3.4.1.5	The student will add text to image.

Standard 3: The student uses technology to communicate effectively and creatively.	
Benchmark Code	Benchmark
CS.3.4.3.1	The student will type paragraphs and create drawings about a specific theme to communicate ideas and reinforce computer skills.
<b>Strand 7: Internet</b>	
Standard 5: The student uses technology for research, problem-solving, and decision making.	
Benchmark Code	Benchmark
CS.3.7.5.1	The student will use Internet to properly research websites for key information.
<b>Strand 8: Multimedia</b>	
Standard 1: The student understands basic technology operations and concepts.	
Benchmark Code	Benchmark
CS.3.8.1.1	The student will be exposed to multimedia programs.
Standard 4: The student uses technology for thinking, learning, and producing real world situations.	
Benchmark Code	Benchmark
CS.3.8.4.1	The student will use an iPad to create and share documents in Pages.
CS.3.8.4.2	The student will use an iPad to use the camera and video.
CS.3.8.4.3	The Student will apply technology knowledge by using other devices (iPad, iMac, digital camera, USB, etc.).
<b>Strand 9: Authoring Software</b>	
Standard 5: The student uses technology for research, problem solving, and decision-making.	
Benchmark Code	Benchmark
CS.3.9.5.1	The student will understand the concept of basic commands in LOGO (forward, backward, pen-up, pen-down, right turn, left turn, home, repeat, circle)
CS.3.9.5.2	The student will write a program in LOGO to draw squares, circles, triangles, etc.