

# Computer Skills

## Grade: 4

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= The student understands basic technology operations and concepts.

Standard 2= The student uses technology responsibly and ethically.

Standard 3= The student uses technology to communicate effectively and creatively.

Standard 4= The student uses technology for thinking, learning, and producing.

Standard 5= The student uses technology for research, problem solving, and decision-making.

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

Example: CS.4.1.3.3 – Computer Skills, fourth grade, strand 1, standard 3, benchmark 1

### Strand 1: OPERATING THE COMPUTER

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

Benchmark Code	Benchmark
CS.4.1.1.1	The student will properly turn on/off a computer.
CS.4.1.1.2	The student will properly log in/log out at computer session.
CS.4.1.1.3	The student will identify USB ports and other storage devices (e.g. CD, DVD, etc.).
CS.4.1.1.4	The student will open/save documents in a variety of locations and storage devices such as: personal folders, computer desktop, USB flash drive, etc.
CS.4.1.1.5	The student will open and save documents from and to the local network.
CS.4.1.1.6	The student will download and upload files.
CS.4.1.1.7	The student will operate multiple <b>computer devices</b> : a) Desktop computers (PCs) and b) Portable devices (IPADS).
CS.4.1.1.8	The student will operate different operative systems and platforms (Windows and Mac).

Standard 2: The student uses technology responsibly and ethically

Benchmark Code	Benchmark
CS.4.1.2.1	The student will describe the consequences due to poor care of technological tools and computer components.
CS.4.1.2.2	The student will be responsible of the content of his/her work and of the correct saving/opening of the document.
CS.4.1.2.3	The student will demonstrate respect of the privacy of other students' work.
CS.4.1.2.4	The students will properly plug/unplug computer devices (flash drive, headphones, speakers, microphones, etc.).
CS.4.1.2.5	The student will demonstrate that school computers are intended for educational purposes.

### Strand 2: WORD PROCESSING

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

Benchmark Code	Benchmark
CS.4.2.1.1	The student will properly use a word processor and its functions to type documents and letters, with the use of a variety of formats, tools and commands.

CS.4.2.1.2	The student will master the use of spelling check and proofing language tools.
CS.4.2.1.3	The student will master the use of ASCII code combination keys.
CS.4.2.1.4	The student will save his/her document with different formats and extensions such as: doc, docx, pdf, etc.
<b>Standard 3: The student uses technology to communicate effectively and creatively.</b>	
Benchmark Code	Benchmark
CS.4.2.3.1	The students will identify different models of formal (business) and informal letters.
CS.4.2.3.2	The students will correctly use letter templates to create professional documents.
<b>Standard 4: The student uses technology for thinking, learning, and producing</b>	
Benchmark Code	Benchmark
CS.4.2.4.1	The student will create and design announcements, diagrams, banners and others; using graphic tools and word processor.
<b>Standard 5: The student uses technology for research, problem solving, and decision-making</b>	
Benchmark Code	Benchmark
CS.4.2.5.1	The student will research and collect information about a specific topic to creating/design brochures, summaries, calendars, postcards, posters and brochures.
<b>Strand 3: KEYBOARDING</b>	
<b>Standard 1: The student understands basic technology operations and concepts.</b>	
Benchmark Code	Benchmark
CS.4.3.1.1	The student will identify and use the number pad on the keyboard and its functions.
CS.4.3.1.2	The student will master the use of special keys (Alt, Alt Gr, Num Lock, @, print screen, delete, escape, ctrl, shift, etc.).
CS.4.3.1.3	The student will use an online program to develop his/her keyboarding skills, in order to improve and keep a track of: accuracy and speed. <a href="http://www.typing.com">http://www.typing.com</a>
<b>Strand 4: GRAPHICS</b>	
<b>Standard 1: The student understands basic technology operations and concepts.</b>	
Benchmark Code	Benchmark
CS.4.4.1.1	The student will identify and use different graphic tools.
CS.4.4.1.2	The student will use graphic software to draw and color images, shapes and text.
<b>Standard 3: The student uses technology to communicate effectively and creatively</b>	
Benchmark Code	Benchmark
CS.4.4.3.1	The student will use font editors and geometric shapes to stylish and decorate titles and documents.
CS.4.4.3.2	The student will produce a storyboard using graphic software. <a href="http://www.bitstrips.com/create/comic">http://www.bitstrips.com/create/comic</a>
<b>Strand 7: INTERNET</b>	
<b>Standard 1: The student understands basic technology operations and concepts.</b>	
Benchmark Code	Benchmark
CS.4.7.1.1	The student will apply basic concepts to use Internet, Network applications and World Wide Web by learning Internet security measures.
CS.4.7.1.2	The student will correctly use search strategies and conjunction search

	engines for searching and learning.
CS. 4.7.1.3	The student will identify and use a variety of web browsers (e.g. Internet Explorer, Mozilla Firefox, Safari, <b>Google Chrome</b> , etc.).
<b>Standard 2: The student uses technology responsibly and ethically</b>	
<b>Benchmark Code</b>	<b>Benchmark</b>
CS.4.7.2.1	The student will differentiate secure/unsecure websites.
CS.4.7.2.2	The student will enter secure websites and demonstrate responsibility about the content that she/he is accessing.
CS.4.7.2.3	The student will discuss consequences for submitting personal information online without proper authorization.
<b>Standard 4: The student uses technology for thinking, learning, and producing</b>	
<b>Benchmark Code</b>	<b>Benchmark</b>
CS.4.7.4.1	The student will use Internet to complement information given in class throughout educative websites that make student be aware about his/her knowledge, learning, practicing and interacting with games, activities and quizzes online.
<b>Standard 5: The student uses technology for research, problem solving, and decision-making</b>	
CS.4.7.5.1	The student will use Internet to research a topic by identifying a problem or question to be researched or resolved to complement a specific content on an assignment or project.
CS.4.7.5.2	The student will properly use Internet for researching information and images that complements and reinforces class work.
CS.4.7.5.3	The student will use interactive games and websites to solve problems and reinforce his/her knowledge of the topics (e.g. BrainPop.com, ABCya.com, etc.).
<b>Strand 8: MULTIMEDIA</b>	
<b>Standard 4: The student uses technology for thinking, learning, and producing</b>	
<b>Benchmark Code</b>	<b>Benchmark</b>
CS.4.8.4.1	The student will use audiovisual resources such as videos, graphics, music, games and software to manage and share information.
CS.4.8.4.2	The student will make short videos (animations) of his/her own stories. <a href="http://www.abcya.com/animate.htm">http://www.abcya.com/animate.htm</a>