



1st Quarter (41 Days)

Resources : *Computers with Microsoft Office Installed and Internet*

Week	Unit/Lesson	Learning Objectives	Vocabulary Terms	Reporting Categories (TEKS SEs)
1st WEEK	Making Internet safety posters and danger of the internet	Learning about dangers on the internet and how to protect themselves.	Internet Safety	
2ND WEEK	Writing letters to your friend and teacher parents	To learn proper way to indent paragraphs and the correct typing skills using Microsoft Word.		Tech Apps: 5.E, 4.B
3RD WEEK	Writing letters to your friend and teacher parents	To learn proper way to indent paragraphs and the correct typing skills using Microsoft Word.		Tech Apps: 5.E, 4.B
4TH WEEK	Understanding different types of poetry such as haiku, tanka, cinquain and limerick	To learn how to type on Microsoft Word	haiku, tanka, cinquain and limerick	Tech Apps: 5.E, 4.B
5TH WEEK	Understanding different types of poetry such as haiku, tanka, cinquain and limerick	To learn how to type on Microsoft Word		
6TH WEEK	Use basic word processing application	To learn how to use the Tab key		
7TH WEEK	Use basic word processing application	To learn how to use the Tab key		Tech Apps: 5.E, 4.B
8TH WEEK	Using more typing skills	Writing Prompts		
	Using more typing skills	Writing Prompts		Tech Apps: 5.E, 4.B



2nd Quarter (45 Days)

Resources : *Computers with Microsoft Office Installed and Internet*

Week	Unit/Lesson	Learning Objectives	Vocabulary Terms	Reporting Categories (TEKS SEs)
1st WEEK	Creating a Word Search	To learn how to perfecting spreadsheet skills		TA: 4.D Tech Apps: 5.E, 4.B
2ND WEEK	Creating a Word Search	Changing column width of cells Copying and pasting clipboard		TA: 4.D
3RD WEEK	Making a Bar Graph	To learn how to create an bar graph Understanding the basic of a spreadsheet		TA: 4.D Tech Apps: 5.E, 4.B
4TH WEEK	Making a Bar Graph	Making a horizontal bar graph Highlighting cells in a spreadsheets		TA: 4.D Tech Apps: 5.E, 4.B
5TH WEEK	Making a Bar Graph	Changing colors of the bar graph Becoming familiar with spreadsheet		TA: 4.D
6TH WEEK	Making a Pie, Bar, And line Graphs	Understanding the pie , bar and lie graph		TA: 4.D Tech Apps: 5.E, 4.B
7TH WEEK	Making a Pie, Bar, And line Graphs	Understanding the pie bar and lie graph		TA: 4.D
8TH WEEK	Making a Pie, Bar, And line Graphs	Understanding the pie bar and lie graph		TA: 4.D
9th WEEK				



3rd Quarter (Days)				
Resources:				
Week	Unit/Lesson	Learning Objectives	Vocabulary Terms	Reporting Categories (TEKS SEs)



4th Quarter (Days)

Resources:

Week	Unit/Lesson	Learning Objectives	Vocabulary Terms	Reporting Categories (TEKS SEs)