

Scope and Sequence

OUTCOME - BASIC OPERATIONS AND CONCEPTS

ISTE Standards for Students - A1, 1B, 2B, 2C

Indicators

The student will:

- define and use grade level terminology
- identify parts of the computer system
- demonstrate proper care of equipment
- properly insert, remove, and handle storage media (floppy, CD, etc.)
- login/logoff network
- wakeup/startup/shutdown
- use input devices: mouse (cursor) and keyboard
- single and double click the mouse
- drag and drop objects in window
- minimize, maximize, and close windows
- adjust volume on speakers and taskbar
- start and exit an application/program
- scroll vertically and horizontally
- save and retrieve documents from designated directory
- navigate within directories and subdirectories
- print to designated printer
- create, name, and rename files and folders
- copy, cut, and paste text and graphics
- perform multitasking functions
- format a floppy disk
- "save" vs. "save as"
- select print options
- scan a storage media for virus
- identify computer hardware as input, process, output, or storage
- use Help menu in various applications
- use USB storage devices

	K	1	2	3	4	5	6	7	8
define and use grade level terminology	I	R	R	R	R	R	R	R	R
identify parts of the computer system	I	R	R	M					
demonstrate proper care of equipment	I	R	M						
properly insert, remove, and handle storage media (floppy, CD, etc.)	I	R	R	R	M				
login/logoff network	I	R	M						
wakeup/startup/shutdown	I	R	R	M					
use input devices: mouse (cursor) and keyboard	I	R	M						
single and double click the mouse	I	R	M						
drag and drop objects in window	I	R	M						
minimize, maximize, and close windows	I	R	R	M					
adjust volume on speakers and taskbar	I	R	R	M					
start and exit an application/program	I	R	M						
scroll vertically and horizontally	I	R	M						
save and retrieve documents from designated directory		I	R	R	M				
navigate within directories and subdirectories		I	R	R	M				
print to designated printer		I	R	M					
create, name, and rename files and folders		I	R	R	R	M			
copy, cut, and paste text and graphics				I	R	M			
perform multitasking functions				I	R	M			
format a floppy disk				I	R	M			
"save" vs. "save as"					I	R	R	M	
select print options					I	R	M		
scan a storage media for virus						I	R	R	M
identify computer hardware as input, process, output, or storage							I	R	M
use Help menu in various applications							I	R	M
use USB storage devices							I	R	M

I - Introduce

R - Reinforce

M - Master

Scope and Sequence

OUTCOME - KEYBOARDING

ISTE Standards for Students - A1, 2C, 3A

Indicators

The student will:

- display correct posture at computer
- use left and right hand appropriately
- type alphabetic keys using touch method
- use keys: Shift, Enter, Backspace, and Spacebar
- place hands in correct homerow position
- use QWERTY keyboard method to learn:
 - alphabetic and punctuation keys
 - number & symbol keys
- use advanced keyboard functions: Ctrl (Apple key) A, S, P, C, X, V
- type alphabetic keys using touch method
- key from an edited rough draft using QWERTY method
- compose a document as you key (at the keyboard)
- enter numbers using 10-Key
- develop keyboarding proficiency (See chart below)

Suggested End of Year Proficiency Goals

- 3rd and 4th - Emphasis on proper technique and finger placement
- 5th - 15 Words Per Minute (WPM) with 85% Accuracy
- 6th - 20 Words Per Minute (WPM) with 85% Accuracy
- 7th - 30 Words Per Minute (WPM) with 85% Accuracy
- 8th - 40 Words Per Minute (WPM) with 85% Accuracy

I - Introduce

R - Reinforce

M - Master

K	1	2	3	4	5	6	7	8
I	R	R	R	M				
I	R	R	R	M				
I	R	R	M					
I	R	M						
			I	R	M			
			I	I	R	M		
						I	R	M
						I	R	M
								I
								R
			I	R	R	R	R	R

Scope and Sequence

OUTCOME - INTERNET

ISTE Standards for Students - 2C, 2B, 2C,
3A, 3B, 4A, 5A, 5B, 5C, 6A, 6B

Indicators

The student will:

- develop an awareness of safe Internet usage
- navigate a webpage using scrollbar, Back button, and hyperlinks
- engage in age-appropriate/curriculum related online activities
- access a website entering a URL (website address)
- use designated Internet sites as a source of information
- identify parts of a website/webpage: URL, homepage, title, hyperlinks
- search for specific information using a hierarchy structure
- query a search engine using keyword(s) and phrases
- distinguish between search engines, search directories, and meta-search engines
- identify the 5 W's of a website (who, what, when, where, why)
- properly cite a webpage or online document in a bibliography
- discuss and demonstrate e-mail and Internet etiquette
- employ advanced search techniques (+, -, "", etc.)
- identify URL extension types (com, gov, edu, mil, gov, etc.)
- evaluate authenticity, accuracy, and credibility of a website
- identify parts of a URL (domain server, directory, sub-directories, extension)
- explain the different components of the Internet: WWW, e-mail, telnet, FTP
- articulate advantages and disadvantages of the Internet

- I - Introduce**
- R - Reinforce**
- M - Master**

K	1	2	3	4	5	6	7	8
I	R	R	R	R	R	R	R	R
I	R	M						
I	R	R	R	R	R	R	R	
		I	R	M				
		I	R	R	R	R	R	
		I	R	R	M			M
				I	R	R	R	
				I	R	R	R	R
				I	R	R	R	R
						I	R	R
						I	R	R
						I	R	M
						I	R	R

OUTCOME - MULTIMEDIA/PRESENTATION

ISTE Standards for Students - 2C, 3A, 3B, 4B, 5B, 5C

Indicators

The student will:

- explore draw and paint tools (*Kid Pix*, *MS Office*, *Paint*)
- create and print a picture with text in a paint/graphic application
- share an electronic creation
- plan and create a multimedia presentation incorporating text, images, and slide transition (*PowerPoint* and *Kid Pix*)
- use slide transition and custom animation
- use space and design elements to enhance slide/presentation
- animate elements: text, objects, slides, etc.
- incorporate sound into a presentation

- I - Introduce**
- R - Reinforce**
- M - Master**

K	1	2	3	4	5	6	7	8
I	R	M						
I	R	R						
		I	R	R	R	R	R	R
			I	R	R	R	R	R
			I	R	R	M		
			I	R	R	R	R	R
			I	R	R	R	R	R
			I	R	R	R	R	R

