

# Technology Scope and Sequence

I = Introduce R = Reinforce M = Mastery

VOCABULARY AND IDENTIFICATION		K	1	2	3	4	5	6	7	8	9	10	11	12
<b>1.</b>	<b>Use and understand basic computer related terms</b>	K	1	2	3	4	5	6	7	8	9	10	11	12
a.	Cursor	I	I	I	R	M	M	M	M	M	M	M	M	M
b.	Scroll/drag/click	I	I	I	R	R	R	M	M	M	M	M	M	M
c.	Special keyboard keys: ESC, Shift, arrows, spacebar, backspace, delete key, enter key, alt key, ctrl key, etc.	I	I	R	R	R	R	M	M	M	M	M	M	M
d.	Word processing		I	I	R	R	M	M	M	M	M	M	M	M
e.	Hardware		I	I	R	R	M	M	M	M	M	M	M	M
f.	Software		I	I	R	R	M	M	M	M	M	M	M	M
g.	Menu (a drop-down list of options, at the top of the screen or in a window)		I	R	R	M	M	M	M	M	M	M	M	M
h.	Web page		I	R	R	R	R	M	M	M	M	M	M	M
i.	Edit			I	R	R	M	M	M	M	M	M	M	M
j.	Internet			I	R	R	R	R	M	M	M	M	M	M
k.	URL/web address (URL stands for Uniform Resource Locator, commonly called a web address)			I	R	R	R	M	M	M	M	M	M	M
l.	Print			I	R	M	M	M	M	M	M	M	M	M
m.	Electronic mail (e mail)				I	R	R	R	M	M	M	M	M	M
n.	Copyright				I	R	R	M	M	M	M	M	M	M
o.	Software piracy (illegally copying software without a license)				I	R	R	M	M	M	M	M	M	M
p.	Text				I	R	R	M	M	M	M	M	M	M
q.	Graphic (a digital image file)				I	R	R	R	R	M	M	M	M	M
r.	File				I	R	R	R	M	M	M	M	M	M
s.	Cyberspace (another term for the Internet)				I	R	R	M	M	M	M	M	M	M
t.	Login					I	I	R	M	M	M	M	M	M
u.	Multimedia					I	R	R	R	M	M	M	M	M
v.	Desktop publishing (create a layout for documents with words & text)					I	R	R	R	R	M	M	M	M
w.	Copy (use menu or keyboard to copy text to the clipboard)					I	R	M	M	M	M	M	M	M
x.	Paste (use menu or keyboard to paste text back from the clipboard)					I	R	M	M	M	M	M	M	M
y.	Cut (use menu or keyboard to cut text to the clipboard)					I	R	M	M	M	M	M	M	M

z.	Insert						I	R	M	M	M	M	M	M	M	M
aa.	Save and Save As						I	R	M	M	M	M	M	M	M	M
ab.	Document						I	R	M	M	M	M	M	M	M	M
ac.	Justification (aligns text to the left edge, right edge, or center point)						I	R	M	M	M	M	M	M	M	M
ad.	Open						I	R	M	M	M	M	M	M	M	M
ae.	User name						I	R	M	M	M	M	M	M	M	M
af.	PC vs. MAC						I	R	M	M	M	M	M	M	M	M
ag.	Database (a file of information organized so that it can be easily accessed, managed, and updated)							I	R	R	M	M	M	M	M	M
ah.	Local Area Network (LAN) vs. Wide Area Network (WAN) (A LAN is a group of computers on the same physical network, usually at one site or building; a WAN is made up of two or more LANs, connected via telecommunication lines.)								I	R	R	M	M	M	M	M
ai.	Spreadsheet								I	R	R	M	M	M	M	M
aj.	Password								I	R	M	M	M	M	M	M

2.	Identify basic computer hardware components	K	1	2	3	4	5	6	7	8	9	10	11	12
a.	Keyboard & mouse	I	I	R	R	M	M	M	M	M	M	M	M	M
b.	Monitor or screen	I	I	R	R	M	M	M	M	M	M	M	M	M
c.	Printer		I	R	R	M	M	M	M	M	M	M	M	M
d.	File Server				I	R	R	M	M	M	M	M	M	M
e.	Hard drive (the storage device, usually inside the computer, where most applications and files are stored)					I	R	M	M	M	M	M	M	M
f.	Storage devices (i.e. thumbdrive) and media					I	R	M	M	M	M	M	M	M
g.	Network cables					I	R	M	M	M	M	M	M	M
h.	Computer memory - RAM and ROM (Random Access Memory, or RAM, is the memory used for opening and running applications and documents, Read Only Memory, or ROM, is used to store critical parts of the computer's boot program.)						I	R	R	R	M	M	M	M
i.	Peripheral devices						I	R	M	M	M	M	M	M

3.	3. Demonstrate care and appropriate use of hardware	K	1	2	3	4	5	6	7	8	9	10	11	12
a.	Demonstrate appropriate care and use of hardware and peripherals		I	R	R	M	M	M	M	M	M	M	M	M
b.	Demonstrate appropriate care and use of storage devices and media		I	R	R	M	M	M	M	M	M	M	M	M
c.	Demonstrate appropriate care and use of CD ROM		I	R	R	M	M	M	M	M	M	M	M	M

d.	Demonstrate ability to turn computer off/on independently		I	R	R	M	M	M	M	M	M	M	M	M
e.	Understand safety and ergonomic issues					I	R	R	M	M	M	M	M	M

**DEMONSTRATE BASIC COMPUTER MANAGEMENT SKILLS**

<b>4.</b>	<b>Basic Usage</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
a.	Demonstrate ability to access and exit software	I	I	R	R	M	M	M	M	M	M	M	M	M
b.	Save files to appropriate location				I	R	R	R	R	M	M	M	M	M
c.	Demonstrate ability to manage files (saving, retrieving)				I	R	R	M	M	M	M	M	M	M
d.	Use multiple storage locations (desktop, documents folder, etc.)					I	R	R	R	M	M	M	M	M
e.	Locate files in a directory					I	R	R	R	R	M	M	M	M
f.	Log in using username/password							I	I	I	R	R	M	M
g.	Demonstrate ability to organize files							I	R	M	M	M	M	M
h.	Use web browser	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
1.	Use navigational tools: back, forward, home, bookmarks, etc.		I	I	R	R	R	M	M	M	M	M	M	M
2.	Use pulldown menus				I	I	R	M	M	M	M	M	M	M
3.	Copy and enter a url/web address					I	R	M	M	M	M	M	M	M
4.	Use hyperlinks					I	R	M	M	M	M	M	M	M
5.	Transfer information/graphics from Internet to local computer, i.e. saving info to desktop or disk					I	I	R	M	M	M	M	M	M
i.	Search	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
1.	Search online reference resources				I	I	I	I	I	R	R	M	M	M
2.	Conduct categorical search				I	I	R	R	R	M	M	M	M	M
3.	Conduct keyword search						I	R	R	M	M	M	M	M

<b>5.</b>	<b>Library Catalog</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
a.	Access catalog from search station				I	I	I	R	M	M	M	M	M	M
b.	Access catalog via title/subject/author/keyword				I	R	R	R	R	M	M	M	M	M
c.	Access union catalog/public library						I	R	R	M	M	M	M	M

6.	Evaluation/Assessment	K	1	2	3	4	5	6	7	8	9	10	11	12
a.	Select information appropriate to problem/user				I	I	R	R	R	M	M	M	M	M
b.	Assess validity of website							I	R	M	M	M	M	M

7.	Keyboarding	K	1	2	3	4	5	6	7	8	9	10	11	12
a.	Touch type				I	R	R	R	R	R	M	M	M	M
	4th grade 10 WPM					M	M	M	M	M	M	M	M	M
	5th grade 20 WPM						M	M	M	M	M	M	M	M
	6th grade 25 WPM							M	M	M	M	M	M	M
	7th grade 30 WPM								M	M	M	M	M	M
	8th grade 40 WPM									M	M	M	M	M
	9th - 12th grade 50+WPM										M	M	M	M

8.	Demonstrate appropriate legal/ethical conduct	K	1	2	3	4	5	6	7	8	9	10	11	12
a.	Demonstrate responsible use of computers		I	R	R	R	R	R	R	R	R	R	R	R
b.	Demonstrate appropriate computer etiquette		I	R	R	R	R	R	R	R	R	R	R	R
c.	Respect the privacy of all users per rules in WSD Acceptable User Policy				I	R	R	R	R	R	R	R	R	R
d.	Obey copyright laws					I	R	R	R	R	R	R	R	R
e.	Cite electronic sources appropriately					I	R	M	M	M	M	M	M	M

**SOFTWARE SPECIFIC SKILLS**

9.	Use word processing program(s)	K	1	2	3	4	5	6	7	8	9	10	11	12
<b>I.</b>	<b>Create and save a new document</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
a.	Identify intended use				I	R	R	M	M	M	M	M	M	M
b.	Use save and save as				I	R	R	M	M	M	M	M	M	M
<b>II.</b>	<b>Open, view and print documents</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
a.	Use print preview				I	R	R	M	M	M	M	M	M	M
b.	Print entire file or selected parts				I	R	R	M	M	M	M	M	M	M
<b>III.</b>	<b>Format documents</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
a.	Justify text				I	R	R	M	M	M	M	M	M	M
b.	Select font style & size				I	R	R	M	M	M	M	M	M	M
c.	Line spacing / before & after spacing					I	R	M	M	M	M	M	M	M
d.	Indent					I	R	R	M	M	M	M	M	M

e.	Select page orientation							I	R	M	M	M	M	M	M
f.	Margins							I	R	M	M	M	M	M	M
g.	Set and clear tabs							I	R	M	M	M	M	M	M
h.	Use headers, footers, & pagination							I	R	M	M	M	M	M	M
i.	Hanging indent							I	R	R	M	M	M	M	M
<b>IV.</b>	<b>Edit text</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	
a.	Change font style & size				I	R	R	M	M	M	M	M	M	M	M
b.	Cut, copy, paste, & delete text				I	R	R	M	M	M	M	M	M	M	M
c.	Using spell check				I	R	R	M	M	M	M	M	M	M	M
d.	Use thesaurus							I	R	M	M	M	M	M	M
e.	Use find & replace feature							I	R	M	M	M	M	M	M
<b>V.</b>	<b>Use desktop publishing techniques</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	
a.	Insert and format graphics					I	R	R	M	M	M	M	M	M	M
b.	Columns							I	R	M	M	M	M	M	M
c.	Tables							I	R	M	M	M	M	M	M
d.	Use textboxes							I	R	M	M	M	M	M	M
e.	Use clipart							I	R	M	M	M	M	M	M
<b>VI.</b>	<b>Use a word processor in a real world context to:</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	
a.	Write stories or poems				I	R	R	R	M	M	M	M	M	M	M
b.	Type reports				I	R	R	R	M	M	M	M	M	M	M
c.	Generate letters				I	I	R	R	M	M	M	M	M	M	M
d.	Add entries to a bibliography/works cited				I	R	R	R	R	R	R	M	M	M	M
e.	Create a resume and cover letter								I	R	R	R	R	M	M

<b>10.</b>	<b>Use spreadsheet program(s)</b>														
<b>I.</b>	<b>Create and save spreadsheets</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	
a.	Identify intended use								I	R	R	M	M	M	M
b.	Specify data organization								I	R	R	M	M	M	M
c.	Determine columns and rows								I	R	R	M	M	M	M
d.	Set cell attributes								I	R	R	M	M	M	M
e.	Create simple calculation formulas								I	R	R	M	M	M	M
f.	Enter and edit data								I	R	R	M	M	M	M
<b>II.</b>	<b>Retrieve data</b>														

