

Scope and Sequence, Grades Pre K – 8

- Key: I = Introduce
- E = Expand
- M = Master

A	<i>Computer Knowledge</i>	PK	K	1	2	3	4	5	6	7	8
	Identify main parts of a computer	I	I	I	I	E	E	E	M	M	M
	Identify peripherals			I	I	E	E	M	M	M	M
	Use appropriate computer technology	I	I	E	E	E	M	M	M	M	M
	Care for the computer	I	I	I	E	E	M	M	M	M	M
	Computer ethics						I	I	E	E	E
	Understanding of basic internal operations						I	I	E	E	E
	History of/Occupations in computer technology						I	I	E	E	E
	Independently uses computers						I	I	E	E	M
	Use “Help” functions						I	I	E	E	E

B	<i>Storage Devices</i>	PK	K	1	2	3	4	5	6	7	8
	Manual disk handling						I	E	M	M	M
	Retrieving data from a disk/drive					I	I	E	E	M	M
	Saving to disks/drives			I	I	I	E	E	E	M	M
	Understanding the role of a network server								I	I	E

C	<i>File Management</i>	PK	K	1	2	3	4	5	6	7	8
	Working with directions						I	I	E	E	E
	Working with files				I	I	E	E	E	E	E
	File protection								I	I	E
	File backups							I	I	E	E

D	<i>Input device skills</i>	PK	K	1	2	3	4	5	6	7	8
	Proper use of the mouse	I	I	E	E	E	E	E	E	E	M
	Using Return, Escape, Arrow & Space Keys			I	I	E	E	E	M	M	M
	Using Control and Reset Keys							I	I	E	E
	Locating all the alphanumeric keys			I	I	E	E	E	M	M	M
	Learning to type with proper technique					I	I	E	E	E	E

E	<i>Word Processing Skills</i>	PK	K	1	2	3	4	5	6	7	8
	Writing using a word processor					II	E	E	E	E	M
	Saving a text file				I	E	E	E	E	M	M
	Retrieve a text file			I	I	E	E	E	M	M	M
	Printing out a text file			I	I	E	E	M	M	M	M
	Editing a text file			I	I	E	E	E	E	M	M
	Formatting text				I	I	E	E	E	E	E
	Moving, cutting and pasting text				I	I	I	E	E	E	E
	Page formatting				I	I	I	E	E	E	E
	Import objects				I	I	I	E	E	E	E
	Using tables, columns and templates						I	I	E	E	E
	Using spell, thesaurus and grammar checks				I	I	E	E	E	E	E

F	<i>Database Skills</i>	PK	K	1	2	3	4	5	6	7	8
	Understanding the concept of a record				I	I	E	E	E	E	E
	Retrieving data from a database				I	I	E	E	E	E	E
	Entering data and editing a database				I	I	E	E	E	E	E
	Sorting data from a database					I	I	E	E	E	E
	Collecting data for own database				I	I	E	E	E	E	M
	Designing and printing one's own report						I	I	E	E	E
	Create simple query							I	I	E	E
	Create and use a simple database							I	I	E	E
	Create and modify a data entry form										I

G	<i>Spreadsheet Skills</i>	PK	K	1	2	3	4	5	6	7	8
	Navigating and formatting			I	I	E	E	E	E	E	M
	Creating and using simple formulas					I	I	E	E	E	E
	Create simple charts					I	I	E	E	E	E
	Editing charts						I	I	E	E	E
	Print spreadsheets and charts			I	I	E	E	E	E	M	M
	Multiple spreadsheet techniques							I	I	E	E
	Simple database functions of a spreadsheet										I

H	<i>Desktop Publishing skills</i>	PK	K	1	2	3	4	5	6	7	8
	Creating, importing, manipulating text				I	I	E	E	E	E	M
	Importing and manipulating objects				I	I	E	E	E	E	M
	Using templates				I	I	E	E	E	E	M
	Formatting pages and documents				I	I	I	E	E	E	E
	Understanding layout and design concepts	I	I	I	I	E	E	E	E	E	E
	Printing publications				I	I	E	E	E	M	M
	Scanning images						I	I	E	E	E
	Publishing ethics					I	I	E	E	E	E

I	<i>Graphics</i>	PK	K	1	2	3	4	5	6	7	8
	Using basic tools	I	I	E	E	E	E	M	M	M	M
	Create and manipulating graphic objects	I	I	I	E	E	E	E	M	M	M
	Creative use of graphic techniques	I	I	I	E	E	E	E	E	M	M
	Import and edit graphic objects				I	I	E	E	E	E	M
	Saving graphic files in different formats						I	I	E	E	E

J	<i>Networked systems</i>	PK	K	1	2	3	4	5	6	7	8
	Accessing and selectively retrieving information on the internet									I	I
	Effective techniques									I	I
	Internet ethics and responsibilities									I	I
	Using e-mail								I	E	E

K	<i>Programming skills</i>	PK	K	1	2	3	4	5	6	7	8
	Sequential programming techniques								I	I	E
	Modular programming techniques										I
	Create adequate program documentation								I	I	E
	Test, debug and retest								I	I	E

L	<i>Publishing</i>	PK	K	1	2	3	4	5	6	7	8
	Selecting article subjects appropriate to international teenage audience									I	E
	Developing articles for intended audience									I	E
	Creating layout appropriate for audience using balance, simplicity, sequence, continuity and unity									I	E
	Analyze, create and use pictures									I	E
	Analyze, create and use effective titles and opening paragraphs									I	E
	Acquire and use editing techniques									I	E
	Analyze, create and use cartoons									I	E
	Analyze, create and use advertisements									I	E