

# WEST ISD

## Technology Scope & Sequence

### Grade Level: Pre-Kindergarten

1. The student will demonstrate:
  - the ability to manipulate a mouse
2. The student will be able to interact with online programs using the mouse  
*Education City, starfall.com*

### Kindergarten

1. The student will be able to:
  - manipulate a mouse
  - recognize and practice keys and their functions
  - demonstrate an understanding of a simple word processing program  
*WordPad*
  - create a simple document and print it
2. The students will use the keyboard as they learn the alphabet  
*learning.com, starfall.com*
3. The students will create a one-page multimedia project.

### First Grade

1. The student will be able to:
  - load a program
  - build on introduction and practice key functions- Return, Space bar, Delete, Shift, and keyboarding *learning.com,*
  - retrieve information from online sources *littleexplorers.com,*  
*school.eb.com*
  - open, print, and close a word processing document *Word*
  - demonstrate the ability to create a very short story or describe a picture in a sentence or phrases using a word processor *Word*
2. Create at least one page of a class multimedia project including pictures, text and/ or sound *PowerPoint*

### Second Grade

1. The student will be able to:
  - create a document using a word processing program and accurate keyboarding techniques
  - open, save, and close a word processing document
  - use editing functions to move, copy, and delete text *Word*
  - check spelling using a word processing program
  - access information using online resources *school.eb.com*

- maintain and expand the introduction and practice of key functions using correct keyboarding skills *Type to Learn*
  - access and run programs from the network menu or hard drive
2. The student will be able to
    - create a page or multiple pages for a class multimedia project that contains several different media. (for example, text, sound, and pictures) *PowerPoint*
  3. The student will be able to:
    - use the basic functions on the calculator
    - operate the calculator to solve problems
  4. The student will be introduced to using the library search program to locate a book *Follett Destiny*

### **Third Grade**

1. The student will be able to:
  - access information from computers including the use of online resources *school.eb.com*
  - use appropriate keyboarding skills working for speed and accuracy incorporating short timed exercises *Type to Learn*
2. The student will be able to:
  - demonstrate a proficiency in the use of calculators for problem solving
3. The student will be able to:
  - create and edit a published product using word processing *Word*
4. The student will be able to:
  - create a multimedia project individually or collaboratively which contains linked ideas *PowerPoint*
5. The student will be able to:
  - use the automated card catalog to locate books available on a specific topic *Follett Destiny*

### **Fourth Grade**

1. The student will be able to:
  - access information from computers including the use of CD-ROM, network folders, and the internet
2. The student will be able to:
  - use appropriate keyboarding skills including timed exercises
3. The student will be able to:
  - demonstrate a proficiency in the use of calculators for problem solving
4. The student will be able to:
  - obtain appropriate information through the Internet using bookmarks
  - use the automated card catalog and CD reference software to research a given topic

- review issues related to copyright laws, privacy, and computer crimes
5. The student will be able to:
    - demonstrate the ability to apply problem-solving strategies using a spreadsheet including the following:
      - gathering and recording information
      - graphing information
      - predicting results
      - developing error checking techniques
      - interpreting results
  6. The student will be able to:
    - create a product in an acceptable format using word processing software (e.g. a book report, letter, etc.)
  7. The student will be able to:
    - create a multimedia project which appropriately uses an increasing number of media links between key ideas. *PowerPoint*

#### **Fifth Grade**

1. The student will be able to:
  - access information from computers including the use of CD-ROM
2. The student will be able to:
  - use appropriate keyboarding skills including timed exercises.
3. The student will be able to:
  - demonstrate a proficiency in the use of calculators for problem solving
4. The student will be able to:
  - obtain appropriate information through the Internet using a search engine
  - use the automated card catalog and CD reference software to research a given topic
  - review issues related to copyright laws, privacy, and computer crimes
5. The student will be able to:
  - demonstrate the ability to apply problem-solving strategies using a spreadsheet including the following:
    - gathering and recording information
    - graphing information
    - predicting results
    - developing error checking techniques
    - interpreting results
6. The student will be able to:
  - create a product in an acceptable format using word processing software (e.g. a book report, letter, etc.)
  - format text using various fonts, sizes and styles
  - use standard formatting procedures such as tabs, margins, alignment, etc.

7. The student will be able to:
  - create a multimedia project which appropriately uses an increasing number of media links between key ideas. *PowerPoint*
  - use multimedia software and hardware to produce a presentation for classmates

### **6th Grade- 8th Grade**

1. Students will be able to:
  - use word processing for writing in all classes publishing a variety of documents *Word, Microsoft Office*
  - use editing functions to move, copy, delete, search and replace text
  - use a spell checker
2. Students will be able to:
  - use good keyboarding skills with accuracy --Must pass proficiency test or more practice required (*www.typeonline.co.uk*)
3. Students will be able to:
  - access and use computers to access online encyclopedias and databases for research purposes
  - access and research information on the Internet using appropriate search engines
  - review issues related to copyright laws, privacy, and computer crimes
4. Students will be able to: -make presentations using multi-media technology such as a computer and projector *PowerPoint*
5. Students will be able to:
  - demonstrate an understanding of terminology related to computer hardware and software
6. Students will be able to:
  - demonstrate an understanding of telecommunications
7. Students will be able to:
  - demonstrate the ability to utilize emerging technologies including the following:
    - electronic mail
    - remote database access
    - electronic bulletin boards
    - graphic devices
8. Students will be able to:
  - demonstrate the ability to apply problem solving strategies including:
    - gathering information
    - selecting appropriate tools for given tasks
    - predicting results
    - developing error checking techniques

- interpreting results
9. Students will be able to:
- create a product using the following:
  - word processing software *Word/Microsoft Office*
  - integrated software packages *Microsoft Office*
  - graphics *Picasa 3*
  - multimedia *Microsoft Office*
  - desktop publishing *Publisher/Word/Microsoft Office*
  - sound editing *Audacity*
  - video editing *Microsoft Movie Maker*

### **9th Grade-12th Grade**

High School Objectives include all objectives from K-8, as well as:

Demonstrate concepts, skills and proficiency in reference to:

- electronic research including electronic library searches and the internet
- word processing, database management, spreadsheet, data entry, desktop publishing, and telecommunications (*Microsoft Office, Dreamweaver, Photoshop, Internet Browsers*)
- effective production of business documents
- business/personal records management by technology
- management of information flow
- proper use of the computer, video equipment (VCR, etc.) and electronic calculators
- proper use of multimedia software to produce a finished product (*PowerPoint*)

Understand and demonstrate:

- proper use of software licensing and copyright laws
- business etiquette and computer netiquette
- successful employment ethics and human relations skills
- relevance of technology to complex problems of society