

Appendix C: K-6 Technology Skills Scope and Sequence

Solana Beach School District
K-6 Technology Scope and Sequence

I = Introduce M = Master E = Extend

Note: Technology Skills Scope and Sequence is to be used by instructional staff in the classrooms, media centers and computer labs district-wide. Technology skills are incorporated into curriculum-based projects across content areas, such as, math, science, language arts, art, music and social studies.

Objective	KG	One	Two	Three	Four	Five	Six
BASIC CONCEPTS							
Identify the major parts of a computer and peripheral devices: CPU/hard drive, keyboard, mouse, monitor, printer, portable media (CD, DVD, laser, key disk, etc.)	I/M	E	E	E	E	E	E
Identify desktop icons (hard drive, disk, file server, trash can).	I/M	E	E	E	E	E	E
Develop technology vocabulary appropriate to grade level.	I/M	I/M	I/M	I/M	I/M	I/M	I/M
Demonstrate the safe handling of portable media.	I/M	E	E	E	E	E	E
Demonstrate the proper use of special keys (return, escape, delete, spacebar, arrows, caps lock, enter, shift, control, alt, and command).	I/M	E	E	E	E	E	E
Utilize the mouse to move and point to a designated location; point and click; point and double click; press and drag; and select options from the menu bar.	I/M	E	E	E	E	E	E
Select, open and quit programs.	I/M	E	E	E	E	E	E
Print a document.	I/M	E	E	E	E	E	E
Start, restart, and shut down computers properly, open and close windows, use the scroll bar.		I/M	E	E	E	E	E
Explain what a computer is and its basic capabilities.		I	M	E	E	E	E
Move and resize windows.			I/M	E	E	E	E
Apply technologies to strategies for problem solving and critical thinking.				I	M	E	E
Select and use technology appropriate to tasks.				I	M	E	E
Demonstrate understanding of RAM, ROM, HD, File Size and File Type.				I	I	M	E
KEYBOARDING							
Demonstrate proper keyboard positions, ergonomics and posture.	I	I	I	I	I	M	E
Type a minimum of 10 wpm with no errors as demonstrated on a timed typing test.				I/M			
Type a minimum of 15 wpm with no errors as demonstrated on a timed typing test.					M		
Type a minimum of 20 wpm with no errors as demonstrated on a timed typing test.						M	
COMMUNICATIONS							
WORD PROCESSING							
Use a word processing program to:							
Create, name, save, print preview and print documents.		I/M	E	E	E	E	E
Insert and delete text.		I/M	E	E	E	E	E
Modify font, style and size of text.		I/M	E	E	E	E	E
Edit work using a spelling checker; center the title of a document; highlight text to modify and delete; columns; margins.			I/M	E	E	E	E
Save documents in a personal folder on the file server.			I/M	E	E	E	E
Cut, copy, and paste text and graphics; edit text using a thesaurus.				I/M	E	E	E
Import graphics from a variety of sources (scanned images, digital camera pictures, internet graphics, CD resource discs).					I/M	E	E
Resize and crop graphics; use tab, margin and alignment settings in text.					I/M	E	E
Create a 1-2 page document using word processing skills, writing process steps, and publishing programs.					I/M	E	E
Cut, copy, and paste text and graphics between two documents.						I/M	E
Create headers and footers.						I/M	E
Use the "save as" feature to create new versions of documents.						I/M	E
DATABASE							
Explain the purposes of a database.				I/M	E	E	E
Define a database as a collection of information with two or more categories.				I/M	E	E	E
Identify the parts of a database.				I/M	E	E	E
Add data to an existing database.				I/M	E	E	E
Participate in database sorting activities.				I/M	E	E	E
Use a database to locate information.						I/M	E
Create a database; sort records in a database.						I/M	E
Filter records in a database.						I/M	E
SPREADSHEET							
Identify the parts of a spreadsheet; explain the purposes of a spreadsheet (charting and calculating).				I/M	E	E	E
Create a simple spreadsheet; create a chart (graph) from a spreadsheet.				I/M	E	E	E
Enter a simple formula to calculate information in a spreadsheet.					I/M	E	E

INFORMATION ACQUISITION AND MANIPULATION/MULTIMEDIA								
Use a variety of multimedia programs.	I	I/M	E	E	E	E	E	E
Participate in the creation of a multimedia class project.	I	I	I/M	E	E	E	E	E
Create a multimedia presentation with teacher assistance.		I/M	E	E	E	E	E	E
Create a multimedia presentation.			I/M	E	E	E	E	E
Operate a digital camera, scanner or other peripheral device.					I/M	E	E	
Use portable media and online databases for search and retrieval of information.		I/M	E	E	E	E	E	E
Determine the usefulness, appropriateness, and reliability of information.					I/M	E	E	
Use Boolean logic as appropriate in keyword searching.					I/M	E	E	
Use effective strategies to send and retrieve data on a local area and a wide area network.				I	M	E	E	
Use electronic encyclopedias, almanacs, indexes, and catalogs.				I	M	E	E	
Describe advantages and disadvantages of various computer processing, storage, retrieval, and transmission techniques.					I/M	E	E	