

# VESD Student Technology Standards-Scope and Sequence

	Kindergarten	First	Second	Third	Fourth	Fifth	Sixth	
Basic Skills	<ol style="list-style-type: none"> <li>Behavior</li> <li>Computer care</li> <li>Computer parts</li> <li>Proper mouse, keyboard, printer use</li> <li>Comprehend and use correct technology vocabulary (menu - toolbar)</li> </ol>	<ol style="list-style-type: none"> <li>Correctly start, shutdown, logon, logout</li> <li>Open, use and close applications</li> <li>Create a new document</li> <li>Print work</li> </ol>	<ol style="list-style-type: none"> <li>Save work in a personal document folder from the desktop</li> </ol>	<ol style="list-style-type: none"> <li>Proper handling and use of disks, CD's, and other equipment</li> </ol>			<ol style="list-style-type: none"> <li>Basic computer troubleshooting (check power source, check cables, restart, swap keyboard, swap mouse, check all switches)</li> </ol>	
Key-boarding	<ol style="list-style-type: none"> <li>Locate letters and keys</li> </ol>	<ol style="list-style-type: none"> <li>Type from home row</li> <li>4 WPM @ 95% accuracy</li> </ol>	<ol style="list-style-type: none"> <li>Alpha keys</li> <li>4 WPM @ 95% accuracy</li> </ol>	<ol style="list-style-type: none"> <li>Alpha keys</li> <li>8 WPM @ 95% accuracy</li> </ol>	<ol style="list-style-type: none"> <li>Alpha keys</li> <li>12 WPM @ 95% accuracy</li> </ol>	<ol style="list-style-type: none"> <li>Alpha keys</li> <li>16 WPM @ 95% accuracy</li> </ol>	<ol style="list-style-type: none"> <li>Alpha keys</li> <li>20 WPM @ 95% accuracy</li> </ol>	
Word Processing		<ol style="list-style-type: none"> <li>Capital letters</li> <li>Shift key</li> <li>CAPS lock</li> <li>Punctuation marks . , ? !</li> <li>Type words and sentences</li> </ol>	<ol style="list-style-type: none"> <li>Use tab key</li> <li>Cut, copy, paste</li> <li>Type short stories</li> </ol>	<ol style="list-style-type: none"> <li>Select text, change fonts, styles, color and size</li> <li>Text alignment</li> <li>Insert graphics from clip art</li> <li>Type and illustrate stories</li> </ol>	<ol style="list-style-type: none"> <li>Line spacing / paragraph formatting</li> <li>Page setup (portrait, landscape)</li> <li>Grammar / spell check</li> <li>Type, format and edit a paragraph</li> </ol>	<ol style="list-style-type: none"> <li>Insert headers and footers</li> <li>Insert page numbers</li> <li>Use thesaurus</li> </ol>	<ol style="list-style-type: none"> <li>Letter format</li> </ol>	
Software	<ol style="list-style-type: none"> <li>Use an opened software program</li> </ol>	<ol style="list-style-type: none"> <li>Open a software program from an icon or shortcut on the desktop</li> </ol>	<ol style="list-style-type: none"> <li>Open, edit and save an existing file from a personal document folder</li> </ol>					
Internet			<ol style="list-style-type: none"> <li>Under teacher supervision, introduce the internet</li> </ol>	<ol style="list-style-type: none"> <li>Navigate</li> <li>Use address window</li> <li>Move forward and backward</li> </ol>	<ol style="list-style-type: none"> <li>Use internet for search and retrieval</li> </ol>			
Information Literacy								

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** Enrichment / Other	Kindergarten	First	Second	Third	Fourth	Fifth	Sixth
			<ol style="list-style-type: none"> <li>1 Use graphics (paint, clip art, images, etc.) to enhance writing</li> </ol>	<ol style="list-style-type: none"> <li>1 Insert picture from the internet</li> <li>2 Use draw and paint applications</li> </ol>	<ol style="list-style-type: none"> <li>1 Use spreadsheet, basic formulas and graphs</li> <li>2 Use technology as a presentation medium</li> <li>3 Type multiple paragraphs and genre</li> <li>4 Virtual field trips</li> </ol>		<ol style="list-style-type: none"> <li>1 Email using classroom account (not individual accounts)</li> </ol>

\*\* Items remain in the enrichment category until access can be ensured for all VESD students