

# Scope and Sequence of Computer/Technology

Trinity Episcopal School, Galveston

Abbreviations: B = Beginning, D = Developing, S = Secure

Abbreviated Objective: Subject Division	Level										
	PK4	K	1	2	3	4	5	6	7	8	
<b>Foundations:</b>											
Develop basic technology vocabulary				B	D	D	D	D	S		
Perform basic operating system functions (i.e, file management)				B	D	D	D	S			
Demonstrate mouse control (i.e, selecting, creating insertion points, revealing contextual menus, etc)				B	D	S					
Show keyboarding proficiency				B	D	D	D	D	D	D	
<b>Internet:</b>											
Research subjects using trustworthy sites					B	D	D	D	D	S	
Save and use data from the internet in appropriate ways					B	D	D	D	D	S	
Use internet safely					B	D	D	S			
<b>Word Processing</b>											
Format basic aspects of documents (letters, paragraphs, pages, tables, etc.)					B	D	D	D	D	S	
Use templates to create common types of documents					B	D	D	D	S		
<b>Spreadsheets:</b>											
Enter and format data						B	D	D	S		
Include formulas to manipulate data							B	D	D	S	
Format cells						B	D	S			
Graph and chart data							B	D	D	S	
<b>Presentations:</b>											
Create and present products and projects				B	D	D	D	D	D	S	
Perform basic image processing and use images in projects								B	S		
Creat original slide show animations								B	D	S	
Shoot and manipulate digital video								B	D	S	