

I = Introduced

C = Continued

M = Mastered

COMPUTER/TECHNOLOGY

Scope and Sequence

Tower Grove Christian School

	AE	K	1	2	3	4	5	6	7	8	9	10	11	12
Computer Terms														
1. Login								I	C	M	M	M	M	M
2. Cursor		I	C	C	C	C	C	C	C	M	M	M	M	M
3. Network								I	C	C	C	C	M	M
4. Keyboard		I	C	C	C	C	C	C	C	M	M	M	M	M
5. Edit			I	C	C	C	C	C	C	C	C	M	M	M
6. Hardware						I	C	C	C	C	C	M	M	M
7. Software					I	C	C	C	C	C	C	M	M	M
8. Directory/folder					I	C	C	C	C	C	C	M	M	M
9. File			I	C	C	C	C	C	C	C	C	M	M	M
10. Retrieve						I	C	C	C	C	C	M	M	M
11. Save/save as		I	C	C	C	C	C	C	C	C	C	M	M	M
12. Internet			I	C	C	C	C	C	C	C	C	C	M	M
13. Copyright					I	C	C	C	C	C	C	M	M	M
14. License agreement								I	C	C	C	M	M	M
15. Computer manual								I	C	M	M	M	M	M
16. Word processor								I	C	C	M	M	M	M
17. Telecommunication								I	C	M	M	M	M	M
18. Multimedia								I	C	C	M	M	M	M
19. Desktop		I	C	C	C	C	C	C	C	C	M	M	M	M
20. Publishing								I	C	C	C	C	M	M
21. Electronic mail/email								I	C	M	M	M	M	M
22. Database									I	C	C	C	M	M
23. Field									I	C	M	M	M	M
24. Tabs								I	C	C	M	M	M	M
25. Query								I	C	C	M	M	M	M
26. Record									I	C	M	M	M	M
27. Spreadsheet								I	C	C	C	M	M	M
28. Tables								I	C	C	M	M	M	M
29. Worksheet								I	C	C	M	M	M	M
30. Formula								I	C	C	M	M	M	M
31. Cell								I	C	C	M	M	M	M
32. Column								I	C	M	M	M	M	M
33. Row								I	C	M	M	M	M	M
34. Windows								I	C	C	C	M	M	M
35. Mouse		I	C	C	C	C	C	C	C	M	M	M	M	M
36. Menu					I	C	C	C	C	M	M	M	M	M
37. Toolbar					I	C	C	C	C	M	M	M	M	M
38. Dialog boxes					I	C	C	C	C	M	M	M	M	M
39. Scroll bars					I	C	C	C	C	M	M	M	M	M
40. Disk/diskette			I	C	C	C	C	C	C	M	M	M	M	M
41. CD ROM			I	C	C	C	C	C	C	M	M	M	M	M
42. Office Assistant								I	C	M	M	M	M	M
43. Wizard								I	C	M	M	M	M	M
44. WinHelp/HYML help								I	C	M	M	M	M	M
45. Formatting								I	C	C	C	M	M	M
46. Merging								I	C	M	M	M	M	M
47. Graphics/clipart			I	C	C	C	C	C	C	C	M	M	M	M
48. Inserting/deleting					I	C	C	C	C	C	M	M	M	M
49. Bookmark					I	C	C	C	C	M	M	M	M	M
50. Font/text			I	C	C	C	C	C	C	C	M	M	M	M

	AE	K	1	2	3	4	5	6	7	8	9	10	11	12
51. Size point			I	C	C	C	C	C	C	M	M	M	M	M
52. Rotating text								I	C	M	M	M	M	M
53. Hyperlink								I	C	C	C	M	M	M
54. Template								I	C	C	C	M	M	M
55. Program								I	C	C	C	M	M	M
56. IF function								I	C	C	C	M	M	M
57. Macro								I	C	C	C	M	M	M
58. Header/footer								I	C	M	M	M	M	M
59. Alignment/ruler								I	C	M	M	M	M	M
60. Page setup								I	C	M	M	M	M	M
61. Views								I	C	M	M	M	M	M
62. Filter								I	C	C	M	M	M	M
63. Chart type								I	C	C	M	M	M	M
64. Pivot table								I	C	C	M	M	M	M
65. Copy/paste					I	C	C	C	C	M	M	M	M	M
66. Web site					I	C	C	C	C	C	C	M	M	M
67. VBA Codes and debugging								I	C	C	M	M	M	M
68. Slide show								I	C	M	M	M	M	M
69. HTML/Hypertext								I	C	C	C	M	M	M
70. Markup language								I	C	C	C	M	M	M
71. Netscape Navigator								I	C	C	C	C	M	M
72. Internet Explorer				I	C	C	C	C	C	C	C	M	M	M
73. Boolean search								I	C	C	C	M	M	M
74. Google				I	C	C	C	C	C	C	C	M	M	M
75. Yahoo								I	C	C	M	M	M	M
76. .Zip file								I	C	C	C	C	M	M
77. Documents				I	C	C	C	C	C	C	M	M	M	M

Computer Hardware

1. Keyboard/mouse		I	C	C	C	C	C	C	C	M	M	M	M	M
2. Monitor		I	C	C	C	C	C	C	C	M	M	M	M	M
3. Printer		I	C	C	C	C	C	C	C	M	M	M	M	M
4. Diskette/disk			I	C	C	C	C	C	C	M	M	M	M	M
5. CD ROM			I	C	C	C	C	C	C	M	M	M	M	M
6. Hard drive					I	C	C	C	C	M	M	M	M	M
7. Floppy drive								I	C	M	M	M	M	M
8. File server								I	C	M	M	M	M	M

Computer Software

1. SMARTBoard		I	C	C	C	C	C							
2. Type to Learn Jr.		I	C	M	M	M	M	M	M	M	M	M	M	M
3. Type to Learn 3			I	C	C	C	C	C	C	M	M	M	M	M
4. Kid Works Deluxe			I	C	M	M	M	M	M	M	M	M	M	M
5. Microsoft Word								I	C	M	M	M	M	M
6. Microsoft Excel								I	C	M	M	M	M	M
7. Microsoft Access									I	C	M	M	M	M
8. Microsoft PowerPoint				I	C	C	C	C	C	M	M	M	M	M
9. Microsoft Publisher								I	C	M	M	M	M	M
10. AutoCAD LT 98														I

Computer Care/Management

1. Keyboard/mouse		I	C	C	C	C	C	C	C	M	M	M	M	M
2. SMARTBoard		I	C	C	C	C	C							
3. Disks/CD ROM			I	C	C	C	C	C	C	M	M	M	M	M
4. Off/on			I	C	C	C	C	C	C	M	M	M	M	M
5. Printer			I	C	C	C	C	C	C	M	M	M	M	M
6. Keyboard keys (ESC, shift, arrow keys, spacebar, backspace, delete, enter, Alt, Ctrl,		I	C	C	C	C	C	C	C	M	M	M	M	M

	AE	K	1	2	3	4	5	6	7	8	9	10	11	12
7. Access/exit software			I	C	C	C	C	C	C	C	M	M	M	M
8. Manage files			I	C	C	C	C	C	C	C	C	C	M	M
9. Organize files			I	C	C	C	C	C	C	C	C	C	M	M
10. Locate/evaluate/collect information					I	C	C	C	C	C	C	C	M	M
11. Process data					I	C	C	C	C	C	C	C	M	M
12. Cleanliness		I	C	C	C	C	C	C	C	C	C	C	M	M
13. Posture		I	C	C	C	C	C	C	C	C	C	C	M	M

Computer Ethics

1. Copyright laws			I	C	C	C	C	C	C	C	M	M	M	M
2. Security rules			I	C	C	C	C	C	C	C	M	M	M	M
3. Ownership/privacy		I	C	C	C	C	C	C	C	C	M	M	M	M
4. Respecting others		I	C	C	C	C	C	C	C	C	M	M	M	M
5. Listening		I	C	C	C	C	C	C	C	C	M	M	M	M
6. Following directions		I	C	C	C	C	C	C	C	C	M	M	M	M
7. Obeying lab rules and guidelines		I	C	C	C	C	C	C	C	C	M	M	M	M