

**Adams Spanish Immersion
Computer Scope and Sequence**

Kindergarten Scope

Introductory Computer Skills

- Turn Computer on and off
- Know Basic Computer Terminology
- Move Cursor Using Mouse
- Select, double-click, Use Scroll Bars and Arrows, and Close Windows using Mouse
- Open and Exit Applications
- Use Utility Keyboard Keys (Function, Shift, Return/Enter, Space Bar, and Commands)
- Insert and Remove Disk Media from Computers (proper handling)

Keyboarding

- Identify Letters of the Alphabet on the Keyboard
- Identify Left-hand and Right-hand sides of the Keyboard

Access Information from Electronic Resources

- Load Program Disk or CD-ROM, if necessary
- Open appropriate information application
- Exit information application using appropriate commands

Produce Products Using Video

- Speak into Microphone
- Use VCR pause feature

Gray items indicate content from Previous Years

**Adams Spanish Immersion
Computer Scope and Sequence**

Kindergarten Sequence

Class #	Goal
1	Introduction to Classroom and Assignment of Computer
2	Turn Computer on and off
3	Know Basic Computer Terminology Move Cursor Using Mouse
4	Know Basic Computer Terminology Move Cursor Using Mouse
5	Know Basic Computer Terminology Move Cursor Using Mouse Select, double-click, Use Scroll Bars and Arrows, and Close Windows using Mouse
6	Know Basic Computer Terminology Move Cursor Using Mouse Select, double-click, Use Scroll Bars and Arrows, and Close Windows using Mouse
7	Know Basic Computer Terminology Move Cursor Using Mouse Select, double-click, Use Scroll Bars and Arrows, and Close Windows using Mouse
8	Use Utility Keyboard Keys (Function, Shift, Return/Enter, Space Bar, and Commands)
9	Use Utility Keyboard Keys (Function, Shift, Return/Enter, Space Bar, and Commands)
10	Use Utility Keyboard Keys (Function, Shift, Return/Enter, Space Bar, and Commands)
11	Games and Review of Previous Goals
12	Identify Letters of the Alphabet on the Keyboard Identify Left-hand and Right-hand sides of the Keyboard
13	Identify Letters of the Alphabet on the Keyboard Identify Left-hand and Right-hand sides of the Keyboard
14	Load Program Disk or CD-ROM, if necessary Open appropriate information application
15	Load Program Disk or CD-ROM, if necessary
16	Load Program Disk or CD-ROM, if necessary
17	Speak into Microphone
18	Games and Review of Previous Goals - Final Assessments
19	Games and Review of Previous Goals - Final Assessments
20	Games and Review of Previous Goals - Final Assessments

Gray items indicate content from Previous Years

Adams Spanish Immersion Computer Scope and Sequence

First Grade Scope

Introductory Computer Skills

- Turn Computer on and off
- Know Basic Computer Terminology
- Move Cursor Using Mouse
- Select, double-click, Use Scroll Bars and Arrows, and Close Windows using Mouse
- Open and exit applications
- Use utility keyboard keys (Function, Shift, Return/Enter, Space Bar, and Commands)
- Insert and remove disk media from computers (proper handling)
- Use mouse actions
- Use scroll bars
- Create a new document
- Use return key and understand automatic word wrap
- Change fonts and sizes
- Save document
- Trash document
- Print document

Keyboarding

- Identify letters of the alphabet on the keyboard
- Identify left-hand and right-hand sides of the keyboard
- Identify which keys are specific to left-handed and right-handed sides of the keyboard
- Enter simple words using “hunt & pack” method while maintaining left-hand and right-hand keyboard orientation

Access Information from Electronic Resources

- Load program disk or CD-ROM, if necessary
- Open appropriate information application
- Exit information application using appropriate commands

Produce Products Using Video

- Use capitalization
- Use punctuation

Gray items indicate content from Previous Years

Adams Spanish Immersion Computer Scope and Sequence

Produce Products Using Video

- Speak into microphone
- Use VCR pause feature
- Use digital camera (turn on/off, advance frames)
- Add sound to digital pictures

Gray items indicate content from Previous Years

**Adams Spanish Immersion
Computer Scope and Sequence**

First Grade Sequence

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Gray items indicate content from Previous Years

Adams Spanish Immersion Computer Scope and Sequence

Second Grade Scope

Introductory Computer Skills

- Turn Computer on and off
- Know Basic Computer Terminology
- Move Cursor Using Mouse
- Select, double-click, Use Scroll Bars and Arrows, and Close Windows using Mouse
- Open and exit applications
- Use utility keyboard keys (Function, Shift, Return/Enter, Space Bar, and Commands)
- Insert and remove disk media from computers (proper handling)
- Use mouse actions
- Use scroll bars
- Create a new document
- Use return key and understand automatic word wrap
- Change fonts and sizes
- Save document
- Trash document
- Print document
- Demonstrate proper finger position on home row keys
- Demonstrate proper body position at the keyboard (for proficiency and physical health)

Keyboarding

- Identify letters of the alphabet on the keyboard
- Identify left-hand and right-hand sides of the keyboard
- Identify which keys are specific to left-handed and right-handed sides of the keyboard
- Enter simple words using “hunt & pack” method while maintaining left-hand and right-hand keyboard orientation
- Understand the differences between electronic resources (i.e., CD-ROM, networked and on-line resources)
- Use building’s on-line media catalog
- Access by Keyword
- Cite bibliographic information

Access Information from Electronic Resources

- Load program disk or CD-ROM, if necessary

Gray items indicate content from Previous Years

Adams Spanish Immersion

Computer Scope and Sequence

- Open appropriate information application
- Exit information application using appropriate commands
- Open existing document
- Add text
- Select text (highlight things to change)
- Modify text (change font and font size, etc.)
- Change font style
- Tab (to indent paragraphs)
- Align text (left, right, center)
- Spacing (single and double)
- Copy, cut and paste text
- Save document (and direct save location, i.e., disk, hard drive or server)
- Spell Check in English and Spanish as appropriate
- Learn ⌘-Z (Undo), ⌘-Q (Quit), ⌘-A (Select All) and ⌘-S (Save)

Produce Products Using Graphics Software

- Understand Paint vs. Draw type applications
- Open tool palette in various documents, i.e., word processing, draw, and paint
- Use graphic tools
- Understand fill and line colors, patterns and gradients
- Use Clip Art

Produce Products Using Multimedia Software

- Understand terms, e.g., hypertext, stacks, cards, buttons
- Understand tool and palette in various documents, i.e., word processing, draw, paint)
- Create card with background, border and text
- Add clip art
- add visible button
- Make a transition to second and third cards
- Save card
- Print card

Produce Products Using Video

- Speak into microphone
- Use VCR pause feature
- Use digital camera (turn on/off, advance frames)
- Add sound to digital pictures
- Start and pause camera

Gray items indicate content from Previous Years

**Adams Spanish Immersion
Computer Scope and Sequence**

Second Grade Sequence

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Gray items indicate content from Previous Years

Adams Spanish Immersion Computer Scope and Sequence

Third Grade Scope

Introductory Computer Skills

- Turn Computer on and off
- Know Basic Computer Terminology
- Move Cursor Using Mouse
- Select, double-click, Use Scroll Bars and Arrows, and Close Windows using Mouse
- Open and exit applications
- Use utility keyboard keys (Function, Shift, Return/Enter, Space Bar, and Commands)
- Insert and remove disk media from computers (proper handling)
- Use mouse actions
- Use scroll bars
- Create a new document
- Use return key and understand automatic word wrap
- Change fonts and sizes
- Save document
- Trash document
- Print document
- Demonstrate proper finger position on home row keys
- Demonstrate proper body position at the keyboard (for proficiency and physical health)

Keyboarding

- Identify letters of the alphabet on the keyboard
- Identify left-hand and right-hand sides of the keyboard
- Identify which keys are specific to left-handed and right-handed sides of the keyboard
- Enter simple words using “hunt & pack” method while maintaining left-hand and right-hand keyboard orientation
- Understand the differences between electronic resources (i.e., CD-ROM, networked and on-line resources)
- Use building’s on-line media catalog
- Access by Keyword
- Cite bibliographic information
- Demonstrate proper home row keystroking
- Demonstrate proper keystroking of each letter of the alphabet
- Key paragraphs maintaining proper body position and technique

Gray items indicate content from Previous Years

Adams Spanish Immersion

Computer Scope and Sequence

Access Information from Electronic Resources

- Load program disk or CD-ROM, if necessary
- Open appropriate information application
- Exit information application using appropriate commands
- Open existing document
- Add text
- Select text (highlight things to change)
- Modify text (change font and font size, etc.)
- Change font style
- Tab (to indent paragraphs)
- Align text (left, right, center)
- Spacing (single and double)
- Copy, cut and paste text
- Save document (and direct save location, i.e., disk, hard drive or server)
- Spell Check in English and Spanish as appropriate
- Learn ⌘-Z (Undo), ⌘-Q (Quit), ⌘-A (Select All) and ⌘-S (Save)

Produce Products Using Graphics Software

- Understand Paint vs. Draw type applications
- Open tool palette in various documents, i.e., word processing, draw, and paint
- Use graphic tools
- Understand fill and line colors, patterns and gradients
- Use Clip Art

Produce Products Using Multimedia Software

- Understand terms, e.g., hypertext, stacks, cards, buttons
- Understand tool and palette in various documents, i.e., word processing, draw, paint)
- Create card with background, border and text
- Add clip art
- add visible button
- Make a transition to second and third cards
- Save card
- Print card

Produce Products Using Video

- Speak into microphone
- Use VCR pause feature
- Use digital camera (turn on/off, advance frames)
- Add sound to digital pictures
- Start and pause camera

Gray items indicate content from Previous Years

**Adams Spanish Immersion
Computer Scope and Sequence**

Third Grade Sequence

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Gray items indicate content from Previous Years

Adams Spanish Immersion Computer Scope and Sequence

Fourth Grade Scope

Introductory Computer Skills

- Turn Computer on and off
- Know Basic Computer Terminology
- Move Cursor Using Mouse
- Select, double-click, Use Scroll Bars and Arrows, and Close Windows using Mouse
- Open and exit applications
- Use utility keyboard keys (Function, Shift, Return/Enter, Space Bar, and Commands)
- Insert and remove disk media from computers (proper handling)
- Use mouse actions
- Use scroll bars
- Create a new document
- Use return key and understand automatic word wrap
- Change fonts and sizes
- Save document
- Trash document
- Print document
- Demonstrate proper finger position on home row keys
- Demonstrate proper body position at the keyboard (for proficiency and physical health)

Keyboarding

- Identify letters of the alphabet on the keyboard
- Identify left-hand and right-hand sides of the keyboard
- Identify which keys are specific to left-handed and right-handed sides of the keyboard
- Enter simple words using “hunt & pack” method while maintaining left-hand and right-hand keyboard orientation
- Understand the differences between electronic resources (i.e., CD-ROM, networked and on-line resources)
- Use building’s on-line media catalog
- Access by Keyword
- Cite bibliographic information
- Demonstrate proper home row keystroking
- Demonstrate proper keystroking of each letter of the alphabet
- Key paragraphs maintaining proper body position and technique
- Key simple sentences with hands on home row at least 75% of the time

Gray items indicate content from Previous Years

Adams Spanish Immersion

Computer Scope and Sequence

- Key written work at 15-20 wpm level of speed with 80-90% level of accuracy

Accessing Information from Electronic Resources

- Load program disk or CD-ROM, if necessary
- Open appropriate information application
- Exit information application using appropriate commands
- Open existing document
- Add text
- Select text (highlight things to change)
- Modify text (change font and font size, etc.)
- Change font style
- Tab (to indent paragraphs)
- Align text (left, right, center)
- Spacing (single and double)
- Copy, cut and paste text
- Save document (and direct save location, i.e., disk, hard drive or server)
- Spell Check in English and Spanish as appropriate
- Learn ⌘-Z (Undo), ⌘-Q (Quit), ⌘-A (Select All) and ⌘-S (Save)
- Identify keywords
- Evaluate and select resources appropriate for subject matter
- Cite bibliographic information using accepted style

Produce Products using Word Processing Software

- Navigate folder to manage documents
- Insert clip art from computer sources
- Use word processing “shortcut” buttons
- Create template and save as stationary
- Use thesaurus
- Perform word count

Produce Products using Graphics Software

- Understand Paint vs. Draw type applications
- Open tool palette in various documents, i.e., word processing, draw, and paint
- Use graphic tools
- Understand fill and line colors, patterns and gradients
- Use Clip Art
- Use drawing tools to create object (lines, arcs, rectangles, ovals, etc.)
- Create custom colors, patterns, gradients
- Set paint modes: opaque, transparent, pattern, tint
- Magnify and paint in two views
- Use graphics “shortcut” buttons

Gray items indicate content from Previous Years

Adams Spanish Immersion

Computer Scope and Sequence

- Use slideshow feature

Produce Products using Spreadsheet Software

- Subtract, multiply and divide numbers
- Use fill Special
- Format cells (text, numeric, databases, borders)
- Make and modify charts and graphs

Produce Products using Multimedia Software

- Use basic tools for particular software packages
- Create cell animation
- Play Quicktime movie
- Use various button paths and patterns for navigation: linear, hub, and branching
- Set navigation (button paths/functions, slideshow play/loop, hypertext links)

Produce Products using Video

- Speak into microphone
- Use VCR pause feature
- Use digital camera (turn on/off, advance frames)
- Add sound to digital pictures
- Start and pause camera
- Create storyboard plan for videotape production

Gray items indicate content from Previous Years

**Adams Spanish Immersion
Computer Scope and Sequence**

Fourth Grade Sequence

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Gray items indicate content from Previous Years

Adams Spanish Immersion Computer Scope and Sequence

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Gray items indicate content from Previous Years

Adams Spanish Immersion Computer Scope and Sequence

5th Grade Scope

Keyboarding

refer to skill from previous grade

Accessing information from electronic resources

Refer to skills from previous grade

- Preview and discriminate search results for further investigation
- Utilize multiple sources to insure clarity of information
- Edit bookmarks
- Understand elements of good web design

Produce products using word processing software

Refer to skills from previous grade

- Use bullets/lists
- Set margins
- Apply basic stylesheets
- Use Clarisworks Assistant: Presentation Calendar

Produce Products using Graphics Software

Refer to skill from previous grades

- Change appearance of objects (color, shape, line thickness, fill, etc.)
- Manage space so object is the focus of drawing

Produce product using spreadsheet software

Refer to skills from previous grade

- Sort Cells
- Fill Down and Right
- Add graphics and colors
- Use spreadsheet shortcut buttons
- Insert, delete cells rows and columns
- Copy and paste cell formulas and functions
- Change display

Produce product using database software

Refer to skills from previous grade

- Create new database
- Create fields and make entries

Gray items indicate content from Previous Years

Adams Spanish Immersion

Computer Scope and Sequence

- Use list mode
- Move through records
- Edit records
- Sort records
- Find Records
- Create reports
- Use database shortcut buttons

Produce product using multimedia software

Refer to skills from previous grade

- Use stock sound files
- Use stock graphic files

Produce product using video

Refer to skills from previous grade

- Create storyboard plan for videotape production
- “Shoot” the video
- Display basic photography techniques (composition, camera angle, effects)

Gray items indicate content from Previous Years

**Adams Spanish Immersion
Computer Scope and Sequence**

Fifth Grade Sequence

Class #	Goal
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Gray items indicate content from Previous Years

Adams Spanish Immersion Computer Scope and Sequence

6th Grade Scope

Keyboarding

refer to skill from previous grade

Accessing information from electronic resources

Refer to skills from previous grade

- Demonstrate proper shifting technique to produce upper case letters
- Demonstrate proper use of shift keys and numerals on top row to obtain commonly used symbols
- Demonstrate proper use of key caps to find less used symbols
- Demonstrate proper use of option and option + shift to obtain less commonly used symbols
- Key written words at 20-25 wpm level of speed with 90% accuracy

Produce products using word processing software

Refer to skills from previous grade

- Demonstrate Boolean operators or other keyboard characters

Produce Products using Graphics Software

Refer to skill from previous grades

- Use Simple Text Speech Functions
- Apply stylesheets to documents
- Format with bullets, lists
- Use outline format

Produce product using spreadsheet software

Refer to skills from previous grade

- Enter data into an existing spreadsheet
- Modify cell data (move cells, edit data, fill range of cells)
- Print information from a spreadsheet
- Use formulas that include numbers, operators, cell references, and functions
- Lock and unlock cells

Produce product using database software

Refer to skills from previous grade

- Utilize various database formats (list, browse, find, layout)

Gray items indicate content from Previous Years

Adams Spanish Immersion Computer Scope and Sequence

- Enter data in fields (move among fields and enter data
- Print information from data database
- Choose a value from a predefined list when entering data
- Add new records
- Duplicate and delete records
- Add change and delete fields
- Assign field types
- Format fields within layouts
- Close up space between fields when printing
- Print database

Produce product using graphics software

Refer to skills from previous grade

- Insert clip art from CD-ROM, scanner, or other sources

Produce product using multimedia software

Refer to skills from previous grade

- Use stock video files
- Arrange slides/cards in logical order for task
- Allow for audience interaction/participation, if appropriate

Produce product using video

Refer to skills from previous grade

- Create storyboard plan for videotape production
- “Shoot” the video
- Edit production using camcorder or video editing equipment

Gray items indicate content from Previous Years

**Adams Spanish Immersion
Computer Scope and Sequence**

Sixth Grade Sequence

Class #	Goal
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Gray items indicate content from Previous Years