

## 1<sup>st</sup> - 2<sup>nd</sup> Grade

### Online Safety and Digital Citizenship

(CIPA Compliance)

1. Introduction to Digital Citizenship: Cyberbullying
2. Introduction to Online Safety: Protecting Your Privacy

### Keyboarding

1. Keyboarding: Locate and Type Letters A, B, C, D, and E
2. Keyboarding: Locate and Type Letters F, G, H, I, and J
3. Keyboarding: Locate and Type Letters K, L, M, N, and O
4. Keyboarding: Locate and Type Letters P, Q, R, S, and T
5. Keyboarding: Locate and Type Letters U, V, W, X, Y, and Z
6. Keyboarding: Locate and Type Numbers
7. Keyboarding: Shift Key
8. Keyboarding: Cursor, Spacebar, Backspace, Enter and Words
9. Keyboarding: Cursor, Arrows, and Tab
10. Adaptive Keyboarding: The Great Keyboarding Adventure

### Multimedia

1. Visual Mapping: Idea Webs
2. Visual Mapping: Formats and Outlines
3. Multimedia: Drawing lines and shapes to tell story
4. Multimedia: Drawing and filling shapes using graphic tools

## 3<sup>rd</sup>- 5<sup>th</sup> Grade

### Online Safety and Digital Citizenship

(CIPA Compliance)

1. Cyberbullying: A Sticky Situation Part 1 - Level 3
2. Cyberbullying: A Sticky Situation Part 2 - Level 3
3. Netiquette in Online Communication

### Keyboarding

1. Keyboarding: Home Row
2. Keyboarding: Upper Row
3. Keyboarding: Lower Row
4. Keyboarding: Number Row
5. Keyboarding: Shift Key
6. Keyboarding: Shift Key for Capitals and Symbols
7. Keyboarding: Cursor, Spacebar, Backspace, Enter and Words
8. Keyboarding: Cursor, Arrows, and Tab
9. Adaptive Keyboarding: The Great Keyboarding Adventure

### Multimedia

1. Visual Mapping: Idea Webs
2. Visual Mapping: Formats and Outlines

1 <sup>st</sup> - 2 <sup>nd</sup> Grade	3 <sup>rd</sup> - 5 <sup>th</sup> Grade
Computer Science	Computer Science
<ul style="list-style-type: none"> <li>I. Code Monkey</li> <li>2. Computational Thinking: Patterns</li> <li>3. Computational Thinking: Directions</li> </ul>	<ul style="list-style-type: none"> <li>I. Code Monkey</li> <li>2. Computational Thinking: Algorithms</li> <li>3. Computational Thinking: Modeling</li> </ul>
IT Fundamentals	IT Fundamentals
<ul style="list-style-type: none"> <li>I. Introduction to Computer Fundamentals</li> <li>2. Computer Fundamentals: Intro to Pointer Devices</li> <li>3. Computer Fundamentals: Pointers and Making Choices</li> <li>4. Computer Fundamentals: Data Storage</li> <li>5. Computer Fundamentals: Mouse, Select, Drag, and Double-click</li> <li>6. Computer Fundamentals: Using a Pointer Device to Move Objects</li> <li>7. Computer Fundamentals: Processors, Input and Output Devices</li> <li>8. Computer Fundamentals: Using a Pointer Device to Move Objects</li> <li>9. Computer Fundamentals: Selecting Multiple Objects</li> <li>10. Hardware Fundamentals: Printer</li> <li>II. Software Fundamentals: Desktop</li> </ul>	<ul style="list-style-type: none"> <li>I. Computer Fundamentals: Symbols of Technology</li> <li>2. Hardware Fundamentals: Mobile Devices</li> <li>3. Hardware Fundamentals: Network Basics</li> <li>4. Software Fundamentals: Desktop</li> <li>5. Software Fundamentals: Windows and Controls</li> <li>6. Software Fundamentals: Toolbars and Menus</li> <li>7. Software Fundamentals: Software and File Formats</li> </ul>

## 1<sup>st</sup> - 2<sup>nd</sup> Grade

### Business Applications

1. Word Processing: Basic Document Creation
2. Word Processing: Formatting Text
3. Finding Information
4. Spreadsheets: Parts
5. Spreadsheets: Navigating Cells, Rows, and Columns
6. Spreadsheets: Cell Formatting
7. Spreadsheets: Columns and Rows

## 3<sup>rd</sup> - 5<sup>th</sup> Grade

### Business Applications

1. Word Processing: Creating and Organizing Content
2. Word Processing: Revising and Formatting
3. Word Processing: Page Layout
4. Presentations: Composing Slides
5. Presentations: Enhancing Slides
6. Spreadsheets: Navigating Cells, Rows, and Columns
7. Spreadsheets: Cell Formatting
8. Spreadsheets: Columns and Rows
9. Spreadsheets: Using Formulas to Add and Subtract
10. Spreadsheets: Using Formulas to Multiply and Divide
11. Databases: Planning and Building a Database
12. Databases: Designing Queries and Reports
13. Databases: Performing Searches and Filtering Data
14. Databases: Sort and Filter