

**TOWNSHIP OF FRANKLIN PUBLIC SCHOOLS
COMPUTER LITERACY CURRICULUM
SEPTEMBER 2002**

SCOPE AND SEQUENCE

CONTENT	K	1	2	3	4	5	6
Computer Literacy							
Identify CPU, Monitor, Keyboard, Mouse, Printer	X	X	X	X	X	X	X
Demonstrate Use of Mouse	X	X	X	X	X	X	X
Understand terminology: Input, Output	X	X	X	X	X	X	X
Identify Floppy Disk, Disk Drive, CD, CD-ROM		X	X	X	X	X	X
Identify Hardware, Software			X	X	X	X	X
Identify Scanner				X	X	X	X
Define terms: Network, Internet, Internet Service Provider, E-Mail, URL, Computer Virus, Web Browser, Hyperlink, Home Page, Website, Web Page						X	X
Identify name and function of each button on the Internet Tool Bar						X	X
Define Hyperlink, Domain							X
Demonstrate knowledge of the history of the Internet							X
Keyboarding							
Locate and use letter, shift, enter keys, and space bar	X	X	X	X	X	X	X
Use correct posture		X	X	X	X	X	X
Type letters on home row		X	X	X	X	X	X
Type first and last name		X	X	X	X	X	X

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Keyboarding (continued)							
Demonstrate correct keyboard posture and finger placement on home row keys			X	X	X	X	X
Type letters using correct fingering			X	X	X	X	X
Using alphabet keys with lower case letters, obtain goal of 10 wpm with 85% accuracy				X	X	X	X
Obtain a goal of 12 wpm with 85% accuracy						X	X
Word Processing							
Identify terms: File, Print, Edit, Font, Boldface, Italic		X	X	X	X	X	X
Create, edit and publish work		X	X	X	X	X	X
Use a word processor to create, edit, change font, insert graphics, save and publish work			X	X	X	X	X
Identify Title Bar, Menu Bar, Tool Bar, Scroll Bars, Cursor				X	X	X	X
Use word processor to switch orientation, change text alignment, and resize graphics				X	X	X	X
Use word processor to cut, copy, and paste					X	X	X
Use spell check						X	X
Use advanced text formatting, including setting margins, spacing, and orientation						X	X
Set tabs							X
Insert date and time							X

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Word Processing (continued)							
Use Thesaurus							X
Insert special characters							X
Career Awareness							
Discuss occupations that utilize computer technology	X	X	X	X	X	X	X
Identify careers that involve technology						X	X
Describe skills needed						X	X
Spreadsheet							
Identify various parts of a spreadsheet screen: Cell, Column, Row					X	X	X
Create and interpret a simple graph or chart using a spreadsheet template					X	X	X
Research							
Identify and use simple web browsers, search engines, and directories to obtain information				X	X	X	X
Evaluate web sites for accuracy and/or bias				X	X	X	X
Practice doing both key word and topic searches						X	X
Use Boolean operators (and, or, not) as well as quotation marks to find specific information						X	X

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Slide Show Presentation							
Create and present an electronic slide show				X	X	X	X
Create a slide show with a minimum of 7 slides							X
Social Aspects							
Discuss common uses of computer applications and note their advantages and disadvantages				X	X	X	X
Recognize and practice responsible social and ethical behaviors in regard to technology and information				X	X	X	X
Understand the consequences of inappropriate use of technology and information				X	X	X	X
Problem Solving							
Demonstrate the ability to produce and present products created with computer applications				X	X	X	X
Identify computer resources that can help solve problems				X	X	X	X
Use computer applications to modify information, solve problems, and design and develop products						X	X
Use Microsoft Publisher to design and publish a project							X
Database							
Describe a database and explain how it is useful						X	X
Identify terms relating to databases						X	X
Create a database						X	X