

Scope and Sequence for Computer Technology Grades 3-7

Grade	Days/ Week	Duration	# Class Meetings	<i>Big Idea</i>	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	
3	2	year		Students will build upon Touch Typing Skills and become familiar with MS Office, Computer Science Coding, and Responsible Internet Use.	Keyboarding increase knowledge of keyboard placement, muscle memory and net words per minute.	Digital Responsibility: Model appropriate online behaviors related to cyber safety, cyber bullying, cyber security, and cyber ethics.	MS Office: PUBLISHER TechnoFit: Participate in the Be Fit Challenge. Raise public awareness about health and nutrition using Microsoft Publisher.	Computer Science Coding Hour of Code: Classic Maze & Mine Craft	MS Office: Publisher: Teacher Appreciation & Mother's Day Cards	
4	2	year		Students will build upon Google Classroom, MS Office Applications, Touch Typing Skills, and Responsible Internet Use	Keyboarding increase knowledge of keyboard placement, muscle memory and net words per minute.	Digital Responsibility: Model appropriate online behaviors related to cyber safety, cyber bullying, cyber security, and cyber ethics.	MS Office: POWERPOINT TechnoCity: Create a multimedia report using a Microsoft PowerPoint template to describe facts about student's community.	Computer Science Coding Hour of Code: StarWars & Frozen	News Reporter Google Classroom	
5	2	year		Students become proficient in Google Classroom, MS Office Applications, Computer Science Coding, Touch Typing Skills, and Responsible Internet Use.	Keyboarding increase knowledge of keyboard placement, muscle memory and net words per minute.	Digital Responsibility: Model appropriate online behaviors related to cyber safety, cyber bullying, cyber security, and cyber ethics.	MS Office/Google Classroom: GOOGLE SLIDES/POWERPOINT TechnoMe: Create an All About Me slideshow with a SLIDES template.	Computer Science Coding: Frozen & Maze	MS Office: Publisher: Teacher Appreciation & Mother's Day Cards	
6	1	year		Students become PROFICIENT in Google Classroom, MS Office Applications, Computer Science Coding, Touch Typing Skills, and Responsible Internet Use.	Keyboarding increase knowledge of keyboard placement, muscle memory and net words per minute.	Digital Responsibility: Model appropriate online behaviors related to cyber safety, cyber bullying, cyber security, and cyber ethics.	MS Office/Google Classroom: SHEETS, SLIDES, DOCS Restaurant Entrepreneur: Students apply spreadsheet, word processing, graphic, presentation, and data management skills to GC documents to analyze data, persuade others to invest, and to create a logo menu, and floor plan.	Computer Science Coding: Code.org Studio Course 1-4	PowerPoint Video Analysis	
7	1	year		Students MASTER Google Classroom, MS Office Applications, Touch Typing Skills, Computer Science Coding, and Responsible Internet Use.	Keyboarding increase knowledge of keyboard placement, muscle memory and net words per minute.	Digital Responsibility: Model appropriate online behaviors related to cyber safety, cyber bullying, cyber security, and cyber ethics.	MS Office/Google Drive: TechnoAdvertise Develop advanced word processing skills. Create a resume to get hired. Design catalogue and produce a newsletter for an Ad Agency.	Computer Science Coding: Code.org Light Bot & App Inventor	MS Office: Publisher: Teacher Appreciation & Mother's Day Cards	