**Computers/Keyboarding-Kindergarten**

* Introduce parts of the computer and computer vocabulary.
* Demonstrate proper care of the computer.
* Manipulate the mouse to open and close applications.
* Use teacher selected Internet websites to complete activities.
* Use software to promote problem solving and creative thinking.
* Use software and Internet websites to promote learning (Reading Eggs, Xtra Math, etc.)

**Computers/Keyboarding-1st Grade**

* Demonstrate proper care of the computer.
* Distinguish between right and left side of the keyboard.
* Practice typing with two hands.
* Use teacher selected Internet websites to complete activities.
* Use software to promote problem solving and creative thinking.
* Use software and Internet websites to promote learning (Reading Eggs, Xtra Math, etc.)

**Computers/Keyboarding-2nd Grade**

* Demonstrate proper care of the computer.
* Use Type to Learn software to practice typing skills.
* Distinguish between right and left side of the keyboard.
* Practice typing with two hands.
* Use teacher selected Internet websites to complete activities.
* Identify responsible and safe online behavior.
* Use software to promote problem solving and creative thinking.
* Use software and Internet websites to promote learning (Reading Eggs, Xtra Math, etc.)

**Computers/Keyboarding-3rd Grade**

* Demonstrate proper care of the computer.
* Use Type to Learn software to practice typing skills.
* Distinguish between right and left side of the keyboard.
* Practice typing with two hands.
* Identify Home Row keys and use proper posture for keyboarding.
* Use teacher selected Internet websites to complete activities.
* Identify responsible and safe online behavior.
* Use software to promote problem solving and creative thinking.
* Use software and Internet websites to promote learning (Reading Eggs, Xtra Math, etc.)

**Computers/Keyboarding-4th Grade**

* Demonstrate proper care of the computer.
* Use Type to Learn software to practice typing skills.
* Identify Home Row keys and use proper posture for keyboarding.
* Learn new keys beyond the Home Row and keep head up while typing.
* Use teacher selected Internet websites to complete activities.
* Identify responsible and safe online behavior.
* Use software and internet sites to promote problem solving and creative thinking.
* Use email and/or web pages to collect information and share ideas.
* Use Google Classroom to upload documents, collaborate with peers, and turn in assignments without needing to print.
* Learn the basics of Microsoft Excel.

**Computers/Keyboarding-5th Grade**

* Demonstrate proper care of the computer.
* Use Type to Learn software to practice typing skills.
* Identify Home Row keys and use proper posture for keyboarding.
* Learn new keys beyond the Home Row and keep head up while typing.
* Goal of typing 20 words per minute with 95% accuracy by the end of 5th grade.
* Use teacher selected Internet websites to complete activities.
* Identify responsible and safe online behavior.
* Use software and internet sites to promote problem solving and creative thinking.
* Use email and/or web pages to collect information and share ideas.
* Use Google Classroom to upload documents, collaborate with peers, and turn in assignments without needing to print.
* Learn the basics of Microsoft Excel and PowerPoint.

**Computers/Keyboarding-6th Grade**

* Demonstrate proper care of the computer.
* Use Type to Learn software to practice typing skills.
* Proficient in Home Row keys and beyond and keeping eyes on the copy.
* Goal of typing 25 words per minute with 95% accuracy by the end of 6th grade.
* Use teacher selected Internet websites to complete activities.
* Identify responsible and safe online behavior.
* Use software and internet sites to promote problem solving and creative thinking.
* Use email and/or web pages to collect information and share ideas.
* Use Google Classroom to upload documents, collaborate with peers, and turn in assignments without needing to print.
* Learn the basics of Microsoft Excel and PowerPoint.
* Integrate classroom projects into PowerPoint and Word.
* Present PowerPoint to classmates.

**Computers/Keyboarding 7th Grade**

* Demonstrate Proper care of the computer.
* Use Type to Learn software to practice typing skills.
* Proficient in Home Row keys and beyond and keeping eyes on the copy.
* Goal of typing 30 words per minute with 95% accuracy by the end of 7th grade.
* Use teacher selected Internet websites to complete activities.
* Identify responsible and safe online behavior.
* Use software and internet sites to promote problem solving and creative thinking.
* Use email and/or web pages to collect information and share ideas.
* Use Google Classroom to upload documents, collaborate with peers, and turn in assignments without needing to print.
* Show proficiency in Microsoft Excel, Word, and PowerPoint.
* Integrate classroom projects into Word and PowerPoint.
* Present PowerPoint to classmates.
* Create spreadsheets using simple formulas and create graphs using data obtained from the spreadsheets.
* For online research, use simple search strategies to streamline searches and locate appropriate information more efficiently.
* Evaluate the accuracy and appropriateness of online research for research projects.

**Computers/Keyboarding 8th Grade**

* Demonstrate Proper care of the computer.
* Proficient in all keys on the keyboard while keeping eyes on the copy.
* Goal of typing 35 words per minute with 95% accuracy by the end of 8th grade.
* Use teacher selected Internet websites to complete activities.
* Identify responsible and safe online behavior.
* Use software and internet sites to promote problem solving and creative thinking.
* Use email and/or web pages to collect information and share ideas.
* Use Google Classroom to upload documents, collaborate with peers, and turn in assignments without needing to print.
* Show proficiency in Microsoft Excel, Word, and PowerPoint.
* Integrate classroom projects into Word and PowerPoint.
* Go through Career Cruiser to pick out a career, research it, and create a PowerPoint.
* Present Career Cruising PowerPoint to classmates.
* Create spreadsheets using simple formulas and create graphs using data obtained from the spreadsheets.
* For online research, use simple search strategies to streamline searches and locate appropriate information more efficiently.
* Evaluate the accuracy and appropriateness of online research for research projects.