Keyboard

Unit	Time Frame	Unit Name/Concepts	Texas Essential Knowledge and Skills Skills
1	*First Six Weeks*	Computational Thinking Foundations Applications Digital Citizenship, Going Places Safely Acceptable Use Policy Review Practical Technology Concepts Logging In Hardware and Software Chromebook Foundations Keyboarding and Using Trackpad Editing Google Slides	(1) Computational thinking--foundations. (B) identify the simple patterns found in the solutions to everyday problems or tasks; (2) Computational thinking--applications. (7) Digital citizenship--ethics and laws. (A) explain and demonstrate the importance of acceptable use of digital resources and devices as outlined in local policies or acceptable use policy (AUP); (8) Digital citizenship--privacy, safety, and security. (A) identify ways to keep a user account safe, including not sharing login information and logging off accounts and devices; (9) Practical technology concepts--skills and tools. (B) describe basic computer hardware, including a variety of input and output devices, and software using accurate terminology; (C) perform software application functions such as file management, collaboration, and the creation and revision of digital artifacts using a variety of developmentally appropriate digital tools and resources;

			(D) practice ergonomically correct keyboarding techniques and developmentally appropriate hand and body positions; (E) identify, locate, and practice using keys on the keyboard, including upper- and lower-case letters, numbers, and special keys such as space bar, shift, and backspace.
2	*Second Six Weeks*	Computational Thinking-Applications Practical Technology Concepts Using Trackpad and Keyboard Editing/Modifying Google Slides Introduction to Sheets Introduction to Coding Keyboarding Digital Citizenship Keeping It Private	(2) Computational thinking--applications. (8) Digital citizenship--privacy, safety, and security. (B) identify and discuss what information is safe to share online such as hobbies and likes and dislikes and what information is unsafe such as identifying information; and (9) Practical technology concepts--skills and tools. (A) select and use a variety of applications, devices, and online learning environments to create an original product; (C) perform software application functions such as file management, collaboration, and the creation and revision of digital artifacts using a variety of developmentally appropriate digital tools and resources; (D) practice ergonomically correct keyboarding techniques and developmentally appropriate hand and body positions; (E) identify, locate, and practice using keys on the keyboard, including upper- and lower-case letters, numbers, and special keys such as space bar, shift, and backspace.

3	*Third Six Weeks*	Computational Thinking - Foundations Computational Thinking - Applications Data Literacy Data Collection Digital Citizenship Cyberbullying Evaluating a Website Practical Technology Concepts Using Trackpad and Keyboard Editing Google Slides Introduction to Sheets Coding Keyboarding	(1) Computational thinking--foundations. (B) identify the simple patterns found in the solutions to everyday problems or tasks; and (2) Computational thinking--applications. (5) Data literacy, management, and representation--collect data. (A) explore and collect many types of data such as preferences or daily routines of people, events, or objects; (8) Digital citizenship--privacy, safety, and security. (C) discuss and define cyberbullying with teacher support and guidance. (9) Practical technology concepts--skills and tools (B) describe basic computer hardware, including a variety of input and output devices, and software using accurate terminology; (C) perform software application functions such as file management, collaboration, and the creation and revision of digital artifacts using a variety of developmentally appropriate digital tools and resources (D) practice ergonomically correct keyboarding techniques and developmentally appropriate hand and body positions; and (E) identify, locate, and practice using keys on the keyboard, including upper- and lower-case letters, numbers, and special keys such as space bar, shift, and backspace.

4	*Fourth Six Weeks*	Computational Thinking -Foundations Computational Thinking - Applications Data Literacy Digital Citizenship The Internet is Practical Technology Concepts Using Trackpad and Keyboard Editing Google Slides Spreadsheets Research Coding Keyboarding	(1) Computational thinking--foundations. (B) identify the simple patterns found in the solutions to everyday problems or tasks; (2) Computational thinking--applications. (5) Data literacy, management, and representation--collect data. (A) explore and collect many types of data such as preferences or daily routines of people, events, or objects (7) Digital citizenship--ethics and laws. (B) communicate an understanding that all digital content has owners and explain the importance of respecting others' belongings as they apply to digital content and information. (8) Digital citizenship--privacy, safety, and security. (A) identify ways to keep a user account safe, including not sharing login information and logging off accounts and devices; (B) identify and discuss what information is safe to share online such as hobbies and likes and dislikes and what information is unsafe such as identifying information; (9) Practical technology concepts--skills and tools. (A) select and use a variety of applications, devices, and online learning environments to create an original product; (B) describe basic computer hardware, including a variety of input and output devices, and software using accurate terminology;

			(C) perform software application functions such as file management, collaboration, and the creation and revision of digital artifacts using a variety of developmentally appropriate digital tools and resources; (D) practice ergonomically correct keyboarding techniques and developmentally appropriate hand and body positions; (E) identify, locate, and practice using keys on the keyboard, including upper- and lower-case letters, numbers, and special keys such as space bar, shift, and backspace.
5	*Fifth Six Weeks*	Computational Thinking - Applications Creativity and Innovation - Innovative Design Process Creativity and Innovation - Emerging Technologies Data Literacy Spreadsheets Research Collect Data Charts and Graphs Digital Citizenship Social Interactions Privacy Practical Technology Concepts Using Trackpad and Keyboard Google Slides Spreadsheets Coding Keyboarding	(2) Computational thinking--applications. (3) Creativity and innovation--innovative design process. (B) use a design process with components such as asking questions, brainstorming, or storyboarding to identify and solve authentic problems with adult assistance. (4) Creativity and innovation--emerging technologies. (5) Data literacy, management, and representation--collect data. (A) explore and collect many types of data such as preferences or daily routines of people, events, or objects (B) conduct a basic search using provided keywords and digital sources with adult assistance.

			(6) Digital citizenship--social interactions. The student identifies appropriate ways to communicate in various digital environments. The student is expected to describe and demonstrate respectful behavior within a digital environment. (8) Digital citizenship--privacy, safety, and security. (B) identify and discuss what information is safe to share online such as hobbies and likes and dislikes and what information is unsafe such as identifying information; (9) Practical technology concepts--skills and tools. (C) perform software application functions such as file management, collaboration, and the creation and revision of digital artifacts using a variety of developmentally appropriate digital tools and resources; (E) identify, locate, and practice using keys on the keyboard, including upper- and lower-case letters, numbers, and special keys such as space bar, shift, and backspace.
6	*Sixth Six Weeks*	Computational Thinking - Applications Creativity and Innovation - Emerging Technologies Data Literacy Timeline Data Collection Graphing Digital Citizenship Privacy Practical Technology Concepts Using Trackpad and Keyboard	(2) Computational thinking--applications. (4) Creativity and innovation--emerging technologies. (5) Data literacy, management, and representation--collect data. (A) explore and collect many types of data such as preferences or daily routines of people, events, or objects (8) Digital citizenship--privacy, safety, and security.

		Google Slides Spreadsheets Coding Keyboarding	(B) identify and discuss what information is safe to share online such as hobbies and likes and dislikes and what information is unsafe such as identifying information; (9) Practical technology concepts--skills and tools. (C) perform software application functions such as file management, collaboration, and the creation and revision of digital artifacts using a variety of developmentally appropriate digital tools and resources; (E) identify, locate, and practice using keys on the keyboard, including upper- and lower-case letters, numbers, and special keys such as space bar, shift, and backspace.