
Coal City Unit District #1
Computers 3
Career and Technical Curriculum

CTE.C3:1 Students will demonstrate knowledge of keyboarding skills.

- CTE.C3:1-1 Locate left hand key strokes on the home row: asdf.
- CTE.C3:1-2 Locate right hand key strokes on the home row: jkl;.
- CTE.C3:1-3 Locate space bar using right thumb.
- CTE.C3:1-4 Perform touch typing on home row.
- CTE.C3:1-5 Model how to use the shift and enter keys.
- CTE.C3:1-6 Demonstrate correct use of space bar and return/enter keys.
- CTE.C3:1-7 Type sentences and short paragraphs using correct posture and technique.
- CTE.C3:1-8 Use proper capitalization, punctuation, and spelling in typed sentences and paragraphs.
- CTE.C3:1-9 Use a variety of applications and websites on any given device.
- CTE.C3:1-10 Use the spacebar after punctuation marks.
- CTE.C3:1-11 Demonstrate how to log in to a given device with no assistance.

CTE.C3:2 Students will demonstrate knowledge of Internet safety.

- CTE.C3:2-1 Identify Internet safety rules.
- CTE.C3:2-2 Identify Internet safety tips related to cyberbullying.
- CTE.C3:2-3 Identify how to be digitally responsible while using technology.