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**Coal City Unit District #1**  
**Computers 5**  
**Career and Technical Curriculum**

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**CTE.C5:1 Students will demonstrate knowledge of basic computer skills. (NETS 6)**

- CTE.C5:1-1 Demonstrate how to log in to an email account independently.
- CTE.C5:1-2 Demonstrate how to share a document/presentation online.
- CTE.C5:1-3 Choose an appropriate name for a document/presentation.

**CTE.C5:2 Students will demonstrate knowledge of keyboarding skills. (NETS 6) (KS K7 2A, 2D)**

- CTE.C5:2-1 Demonstrate independent use of home row keys and reaches when typing.
- CTE.C5:2-2 Demonstrate independent use of correct posture, wrist and foot placement.
- CTE.C5:2-3 Demonstrate correct elbow placement.
- CTE.C5:2-4 Demonstrate eyes on computer screen or copy.
- CTE.C5:2-5 Demonstrate correct use of shift keys.
- CTE.C5:2-6 Demonstrate ability to type 20 wpm with 94% accuracy using home row keys.
- CTE.C5:2-7 Demonstrate how to keyboard from copy such as documents, textbooks, or other printed information.

**CTE.C5:3 Students will demonstrate knowledge of word processing skills. (NETS 1, 6)**

- CTE.C5:3-1 Demonstrate how to change font.
- CTE.C5:3-2 Demonstrate how to change font size.
- CTE.C5:3-3 Demonstrate how to change font color.
- CTE.C5:3-4 Demonstrate how to insert graphics into a document.

**CTE.C5:4 Students will demonstrate knowledge of Digital Citizenship. (NETS 6)**

- CTE.C5:4-1 Identify Internet safety issues appropriate to grade level.
- CTE.C5:4-2 Identify examples of cyberbullying.
- CTE.C5:4-3 Identify strategies to keep safe while on the Internet.
- CTE.C5:4-4 Determine keywords for effectively searching the Internet.