
Coal City Unit District #1
Computer Technology: Online Tools
Career and Technical Curriculum

- CTE.CTOT:1** **Students will demonstrate knowledge of advanced computer terminology and advanced computer use. (NETS 6 A, C, D)**
- CTE.CTOT:1-1 Identify advanced computer terms.
 - CTE.CTOT:1-2 Demonstrate how to effectively use computer in order to problem solve in various situations.
 - CTE.CTOT:1-3 Analyze how to effectively troubleshoot on a computer.
 - CTE.CTOT:1-4 Evaluate requirements necessary in order to purchase a computer.
- CTE.CTOT:2** **Students will demonstrate knowledge of advanced keyboard skills. (NBES IT 6)**
- CTE.CTOT:2-1 Demonstrate the ability to type with speed and accuracy on a given timing scale.
 - CTE.CTOT:2-2 Participate in five-minute timings.
- CTE.CTOT:3** **Students will demonstrate knowledge of online communications including email sending and features associated with maintaining an email account. (NBES IT 5)**
- CTE.CTOT:3-1 Demonstrate how to log into a school issued email account.
 - CTE.CTOT:3-2 Share a document with another person or group.
 - CTE.CTOT:3-3 Construct contacts and groups within an email account.
 - CTE.CTOT:3-4 Download and save a shared document onto a computer.
 - CTE.CTOT:3-5 Organize and create folders within an email account.
 - CTE.CTOT:3-6 Identify email terminology.
 - CTE.CTOT:3-7 Demonstrate the construction of an email with proper format including subject line, greeting, paragraph spacing, and closing.
 - CTE.CTOT:3-8 Identify the proper parts to an email.
- CTE.CTOT:4** **Students will demonstrate knowledge of internet browsers and online maps. (NBES IT 5, 6, 7)**
- CTE.CTOT:4-1 Create settings to individualize a browser for ease of use.
 - CTE.CTOT:4-2 Print documents from a browser using correct settings.
 - CTE.CTOT:4-3 Identify how to use screenshot options.
 - CTE.CTOT:4-4 Demonstrate how to use online maps.
 - CTE.CTOT:4-5 Demonstrate how to search/navigate using an Internet browser.

- CTE.CTOT:5** **Students will demonstrate how to create calendars within an email account. (NBES IT 2, 3, 4, 5, 6, 7)**
- CTE.CTOT:5-1 Create an online calendar.
 CTE.CTOT:5-2 Share a calendar.
 CTE.CTOT:5-3 Format appointments/reminders.
 CTE.CTOT:5-4 Identify uses for an online calendar.
- CTE.CTOT:6** **Students will demonstrate knowledge of creating documents in an online cloud environment. (NBES IT 5, 6, 7)**
- CTE.CTOT:6-1 Create documents.
 CTE.CTOT:6-2 Create spreadsheets.
 CTE.CTOT:6-3 Create forms.
 CTE.CTOT:6-4 Create presentations.
- CTE.CTOT:7** **Students will demonstrate knowledge of MLA Reports. (NBES COM 3, IT 2, 3, 4, 5, 6, 7)**
- CTE.CTOT:7-1 Define an MLA report.
 CTE.CTOT:7-2 Recognize the report heading requirements for a MLA.
 CTE.CTOT:7-3 Demonstrate the report heading requirements for a MLA.
 CTE.CTOT:7-4 Apply the header format.
 CTE.CTOT:7-5 Identify the header format.
 CTE.CTOT:7-6 Execute the setting of margins.
 CTE.CTOT:7-7 Recognize the settings of margins.
 CTE.CTOT:7-8 Implement the spacing requirements.
 CTE.CTOT:7-9 Identify the spacing requirements.
 CTE.CTOT:7-10 Demonstrate the title requirements.
 CTE.CTOT:7-11 Recognize the parts of a reference page.
 CTE.CTOT:7-12 Construct a reference page.
- CTE.CTOT:8** **Students will demonstrate use of web tools. (NBES IT 2, 3, 4, 5, 6, 7)**
- CTE.CTOT:8-1 Establish bookmarks to organize online materials.
 CTE.CTOT:8-2 Utilize photo editing programs from the Internet.
 CTE.CTOT:8-3 Identify how to correctly utilize online communication tools.

CTE.CTOT:9

Students will demonstrate knowledge of internet safety. (NBES IT 4, 5, 6, 7)

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| CTE.CTOT:9-1 | Explain the purpose of an AUP. |
| CTE.CTOT:9-2 | Define social networking. |
| CTE.CTOT:9-3 | Identify social networking rules. |
| CTE.CTOT:9-4 | Define various Internet terms. |
| CTE.CTOT:9-5 | Define cyberbullying. |
| CTE.CTOT:9-6 | Describe virus blocking techniques. |
| CTE.CTOT:9-7 | Identify what malicious code is. |
| CTE.CTOT:9-8 | Identify ways to prevent identity theft. |