

Course Title: ACE CTE Computer Literacy I

Course Description: As developmentally appropriate, this course (or series of courses) is designed for students to identify the parts and functions of the parts of personal computers. This course will enhance the development of hand-eye coordination by mouse usage and basic keyboarding skills such as text production and use of the function keys. Students will be introduced to such varied topics as use of an internet browser, how to establish and maintain an email account, text messaging, and social media. Students will also learn how to navigate basic word processing programs, use established databases and search engines to find information on the internet as well as copy, save and print documents from various sources. Whenever possible, the appropriate use and safety of social media, internet ethics and exploration should be embedded into the curriculum.

| Week | Topic | CTE Standard(s) |
|------|-------|---|
| | | <p>Students will...</p> <ol style="list-style-type: none"> 1. Investigate varied topics such as the use of an internet browser, how to establish and maintain an email account, text messaging, and social media based on using info and communication technologies. 2. Learn how to navigate basic word processing programs, use established databases and search engines to find information on the internet as well as copy, save and print documents from various sources by using info and communication technologies. Students will 3. Enhance their development of eye-hand coordination by mouse usage and keyboarding skills such as text production and use of the function keys. |
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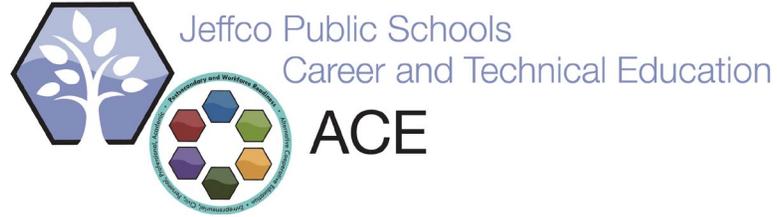


Jeffco Public Schools
Career and Technical Education



ACE

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| <p>Students will understand that...</p> | <p>Students will know</p> |
| <p>Students will be able to do...</p> | <p>Work-Based Learning Opportunities</p> |
| <p>Connection to Industry Certification</p> | <p>Connection to Capstone</p> |



CTSO Integration..

Successful Career Students of Colorado-(SC)2 is the ACE and PWR Cluster Area CTSO. Career and technical student organizations are integral, co-curricular components of each career and technical education course. These organizations serve as a means to enhance classroom instruction while helping students develop leadership abilities, expand workplace-readiness skills, and broaden opportunities for personal and professional growth. Students are encouraged to participate in (SC)2 activities and membership, please see contact **ENTER YOUR PRESIDENT or YOUR NAME HERE for more details. **INCLUDE WEBSITE ETC IF APPLICABLE****