

---

**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.C3:1-12 Use proper posture and ergonomics while using a computing device.

**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.

**CTE.C3:3 Students will demonstrate basic operations and concepts on a computing device.**

- CTE.C3:3-1 Identify the basic components of a computing device.
- CTE.C3:3-2 Turn on/off a computing device
- CTE.C3:3-3 Use a mouse or trackpad to manipulate shapes/icons
- CTE.C3:3-4 Use login credentials to access a computing device