Course Name	ACE CTE Computer Literacy: Introduction to Computers	Course Details	The intensity and duration of student support, should be scaffolded and faded as students progress through levels I-IV
		Course = 0.50 Carnegie Unit Credit	
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.		
Note:	This is a suggested scope and sequence for the course content. The content will work with any textbook or instructional resource. If locally adapted, make sure all essential knowledge and skills are covered.		
SCED Identification #	10001 10002 10003 10004 10005 10009 10010 72250	Schedule calculation based on 60 calendar days of a 90-day semester. Scope and sequence allows for additional time for guest speakers, student presentations, worksite tours, remediation, or other content topics.	

All courses taught in an approved CTE program must include Essential Skills embedded into the course content. The Essential Skills Framework for this course can be found at **https://www.cde.state.co.us/standardsandinstruction/essentialskills**

Instructional Unit Topic	Suggested Length of Instruction	CTE or Academic Standard Alignment +	Competency / Performance Indicator	Outcome / Measurement (see matrix below)	CTSO Integration *ACE CTE students may qualify for any CTSO depending on

| ACE CTE Computer Literacy: Introduction to Computers | 1 semester – 1 year | 1.Students will 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. Students will 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 enhance the development of eye-hand coordination by mouse usage and basic keyboarding skills such as text production and use of the function keys. | 1. Students will investigate varied topics such as the use of an internet browser, how to establish and maintain an email account, text messaging, and social media. Students will 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. Students will enhance the development of eye-hand coordination by mouse usage and basic keyboarding skills such as text production and use of the function keys through perseverance and resilience. | <mark>SEE MATRIX BELOW</mark> | Successful Career Students of Colorado (SC)[2] - see website for competition integration

SC2- Website |
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Outcome/Measurement	Novice	Advanced Beginner	Strategic Learning	Emerging Expert

1.	Resist distractions, maintain attention, and continue the task at hand through frustration or challenges	… and set goals and develop strategies to remain focused on learning goals	… and focus on learning goals by employing motivation and familiar strategies for engagement and evaluate progress, making necessary changes to stay the course	… and work effectively in a climate of ambiguity and changing priorities

+ **Colorado Department of Education, Colorado Academic Standards, Essential Skills**
   https://www.cde.state.co.us/standardsandinstruction/essentialskills