Jeffco Public Schools
Career and Technical Education
ACE

Course Title: ACE CTE Computer Literacy II

Course Description: As developmentally appropriate, this course (or series of courses) is designed for students to expand their knowledge of Microsoft Windows and Office Suite applications. Students will receive hands-on experience in MS Windows, Word, Excel, PowerPoint and other programs. Topics covered include working with files, creating and formatting documents, form letters and mailing labels, advanced table techniques and managing long documents. This course will also cover computer history, hardware, software and operating concepts. Students will analyze and critique web applications associated with securing employment, such as job applications and employment search sites. Whenever possible, the appropriate use and safety of social media, internet ethics and exploration should be embedded into the curriculum.

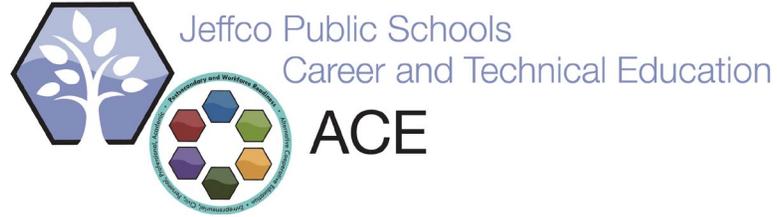| Week	Topic	CTE Standard(s)
		Students will… 1. Gain experience in MS Windows, Word, Excel, PowerPoint and other programs. Topics covered include: working with files, creating and formatting documents, form letters and mailing labels, advanced table techniques and managing long documents by using info and communication technologies. 2. Cover computer history, hardware, software and operating concepts by using info and communication technologies 3. Analyze and critique web applications associated with securing employment, such as job applications and employment search sites.

Students will understand that...	Students will know
Students will be able to do...	Work-Based Learning Opportunities
Connection to Industry Certification	Connection to Capstone

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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