

## Recommended Digital Literacy & Technology Skills to Support the California Common Core State Standards

1. Use features of a computer operating system (e.g., determine available space on local storage devices and remote storage resources, access the size and format of files, identify the version of an application).
2. Identify successful troubleshooting strategies for minor hardware and software problems.

<sup>1</sup> keyboarding skills and proper <sup>2</sup> keyboarding techniques.

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<sup>1</sup> FCOE Suggestion: By the end of eighth grade, students should have keyboarding skills between 25-30 wpm with fewer than 5 errors. Each district should determine the "intermediate level" so that students will be competent by the end of eighth grade.

<sup>2</sup> FCOE Suggestion: It is a district's decision to determine whether touch-typing skills are needed. However, students should know the proper ergonomics when using the keyboard.

<sup>3</sup> FCOE Suggestion: By the end of eighth grade, students should have keyboarding skills between 25-30 wpm with fewer than 5 errors. Each district should determine the "intermediate level" so that students will be competent by the end of eighth grade.

<sup>4</sup> For more information, visit Geospatial One Stop at <http://www.geodata.gov>.

orientation.

3. Use various operating system features (e.g., open more than one application/program, work with menus, use the taskbar/dock).
4. Demonstrate intermediate



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