



***Department of Teaching & Learning***  
***Parent/Student Course Information***

***Keyboarding Applications***  
***(BE 6152)***  
***One-half Credit, One Semester***  
***Grades 9 - 12***

*Counselors are available to assist parents and students with course selections and career planning. Parents may arrange to meet with the counselor by calling the school's guidance department.*

**COURSE DESCRIPTION**

This course is designed for secondary school students to develop and enhance touch skills for entering alphabetic, numeric and symbol information on a keyboard. Students compose and produce a variety of personal, educational and professional documents.

**CERTIFICATION**

Qualified students are eligible to sit for the Microsoft Office Specialist certification exams which can be used for a student-selected verified credit.

**STUDENT ORGANIZATION**

The Future Business Leaders of America (FBLA) is the co-curricular organization for secondary Business and Information Technology students. The organization enhances occupational preparation for students by helping them attain the following goals: leadership skills; knowledge of the American enterprise system; self-confidence; improvement of home, business, and community; scholarship; citizenship; and career goals.

**PREREQUISITE**

Keyboarding

**OPTIONS FOR NEXT COURSE**

Computer Information Systems

**REQUIRED STUDENT TEXTBOOK**

None

## COMPETENCIES FOR KEYBOARDING APPLICATIONS

### **Demonstrating Workplace Readiness Skills: Personal Qualities and People Skills**

- 001 Demonstrate positive work ethic.
- 002 Demonstrate integrity.
- 003 Demonstrate teamwork skills.
- 004 Demonstrate self-representation skills.
- 005 Demonstrate diversity awareness.
- 006 Demonstrate conflict-resolution skills.
- 007 Demonstrate creativity and resourcefulness.

### **Demonstrating Workplace Readiness Skills: Professional Knowledge and Skills**

- 008 Demonstrate effective speaking and listening skills.
- 009 Demonstrate effective reading and writing skills.
- 010 Demonstrate critical-thinking and problem-solving skills.
- 011 Demonstrate healthy behaviors and safety skills.
- 012 Demonstrate an understanding of workplace organizations, systems and climates.
- 013 Demonstrate lifelong-learning skills.
- 014 Demonstrate job-acquisition and advancement skills.
- 015 Demonstrate time-, task- and resource-management skills.
- 016 Demonstrate job-specific mathematics skills.
- 017 Demonstrate customer-service skills.

### **Demonstrating Workplace Readiness Skills: Technology Knowledge and Skills**

- 018 Demonstrate proficiency with technologies common to a specific occupation.
- 019 Demonstrate information technology skills.
- 020 Demonstrate an understanding of Internet use and security issues.
- 021 Demonstrate telecommunications skills.

### **Examining All Aspects of an Industry**

- 022 Examine aspects of planning within an industry/organization.
- 023 Examine aspects of management within an industry/organization.
- 024 Examine aspects of financial responsibility within an industry/organization.
- 025 Examine technical and production skills required of workers within an industry/organization.
- 026 Examine principles of technology that underlie an industry/organization.
- 027 Examine labor issues related to an industry/organization.
- 028 Examine community issues related to an industry/organization.
- 029 Examine health, safety and environmental issues related to an industry/organization.

### **Addressing Elements of Student Life**

- 030 Identify the purposes and goals of the student organization.
- 031 Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult.
- 032 Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects.
- 033 Identify Internet safety issues and procedures for complying with acceptable use standards.

### **Keyboarding Applications**

- 034 Define *copyright*, *computer ethics* and *netiquette*.
- 035 Identify computer system components.
- 036 Describe ergonomic and repetitive strain injury (RSI) guidelines related to safe computer use.

- 037 Maintain workstation, equipment, materials, and supplies.
- 038 Boot, access, reboot, and shut down an operating system and start and exit software programs.
- 039 Use best practices for computer security.
- 040 Input data and commands using peripherals (e.g., keyboard, light pen, mouse, scanner, voice recognition).
- 041 Key alphabetic, numeric, and symbol information using a touch system and correct techniques.
- 042 Manipulate data/software/operating system using ribbons, launchers, icons, pull-down menus, mouse and function keys.
- 043 Use file external storage device (i.e., Universal Serial Bus [USB], and online (e.g., Google Docs, Web pages, e-mail) management techniques, such as copy, clear cache, move, store, rename, retrieve, save, delete and create/manipulate directories.
- 044 Improve keyboarding techniques.
- 045 Increase keyboarding speed and accuracy to meet industry standards based on timed writings.
- 046 Proofread copy, using proofreaders' marks.
- 047 Write letters, memos, e-mails, reports, blogs, outlines and tables, using the English writing process steps.
- 048 Key and format letters, memos, e-mails, reports, outlines, columns and tables.
- 049 Edit copy.
- 050 Key, format, and merge addresses on labels and envelopes.
- 051 Produce documents incorporating graphic elements, including tables and graphs.
- 052 Obtain assistance for preparing documents from electronic and hard-copy references and documentation (e.g., help screen, spell check, user's manual, dictionary, grammar check, thesaurus, Internet search).
- 053 Integrate keyed information and notes directly from conversations, meetings and media.
- 054 Key and format research-related documents including outlines, bibliographies and manuscripts.
- 055 Complete special forms (e.g., applications, invoices, purchase orders) using styles and templates.
- 056 Produce documents sized to paper of varying dimensions.
- 057 Merge files to produce form letters.
- 058 Troubleshoot computer problems (e.g., cable hookups, power sources and operational supplies).
- 059 Correlate keyboarding skills with the appropriate career pathways.
- 060 Develop or update a résumé and an electronic résumé.
- 061 Complete an online and/or a written job application form.
- 062 Create an electronic and/or hard-copy portfolio containing representative samples of student work.
- 063 Identify potential employment barriers for nontraditional groups and ways to overcome the barriers.

### **Preparing for Industry Certification**

- 064 Describe the process and requirements for obtaining industry certifications related to the Keyboarding Applications course.
- 065 Identify testing skills/strategies for a certification examination.
- 066 Demonstrate ability to successfully complete selected practice examinations (e.g., practice questions similar to those on certification exams).
- 067 Successfully complete an industry certification examination representative of skills learned in this course (e.g., MOS).

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For further information please call (757) 263-1070.

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