

KEYBOARDING
COURSE CODE: 2706

COURSE DESCRIPTION: The Keyboarding course is designed for middle school students to master the skill of entering alphabetic, numeric, and symbolic information on a keyboard and a ten-key pad using the touch method of key stroking. Emphasis is placed on development of accuracy and speed, proper techniques, and correct finger positions. Students will further develop and enhance touch skills for entering information using a keyboard to compose and produce personal, educational, and professional documents. Digital literacy, composition, and language skills are embedded throughout the course.

OBJECTIVE: Given the necessary hardware, software, supplies, and facilities, the student will be able to successfully complete all of the following standards within a 90-hour course.

COMPUTER REQUIRED: One Desktop computer per student

COURSE CREDIT: N/A

RECOMMENDED GRADE LEVEL: 7 - 8

A. SAFETY

Effective professionals know the academic subject matter, including safety as required for proficiency within their area. They will use this knowledge as needed in their role. The following accountability criteria are considered essential for students in any program of study.

1. Review school safety policies and procedures.
2. Review classroom safety rules and procedures.
3. Review safety procedures for using equipment in the classroom.
4. Identify major causes of work-related accidents in office environments.
5. Demonstrate safety skills in an office/work environment.

B. STUDENT ORGANIZATIONS

Effective professionals know the academic subject matter, including professional development, required for proficiency within their area. They will use this knowledge as needed in their role. The following accountability criteria are considered essential for students in any program of study.

1. Identify the purpose and goals of a Career and Technology Student Organization (CTSO).
2. Explain how CTSOs are integral parts of specific clusters, majors, and/or courses.
3. Explain the benefits and responsibilities of being a member of a CTSO.
4. List leadership opportunities that are available to students through participation in CTSO conferences, competitions, community service, philanthropy, and other activities.
5. Explain how participation in CTSOs can promote lifelong benefits in other professional and civic organizations.

C. TECHNOLOGY KNOWLEDGE

Effective professionals know the academic subject matter, including the ethical use of technology as needed in their role. The following accountability criteria are considered essential for students in any program of study.

1. Demonstrate proficiency and skills associated with the use of technologies that are common to a specific occupation.
2. Identify proper netiquette when using e-mail, social media, and other technologies for communication purposes.
3. Identify potential abuse and unethical uses of laptops, tablets, computers, and/or networks.
4. Explain the consequences of social, illegal, and unethical uses of technology (e.g., piracy; illegal downloading; cyberbullying, licensing infringement; inappropriate uses of software, hardware, and mobile devices in the work environment).
5. Discuss legal issues and the terms of use related to copyright laws, fair use laws, and ethics pertaining to downloading of images, Creative Commons, photographs, documents, video, sounds, music, trademarks, and other elements for personal use.
6. Describe ethical and legal practices of safeguarding the confidentiality of business-related information.
7. Describe possible threats to a laptop, tablet, computer, and/or network and methods of avoiding attacks.

D. PERSONAL QUALITIES AND EMPLOYABILITY SKILLS

Effective professionals know the academic subject matter, including positive work practices and interpersonal skills, as needed in their role. The following accountability criteria are considered essential for students in any program of study.

1. Demonstrate punctuality.
2. Demonstrate self-representation.
3. Demonstrate work ethic.
4. Demonstrate respect.
5. Demonstrate time management.
6. Demonstrate integrity.
7. Demonstrate leadership.
8. Demonstrate teamwork and collaboration.
9. Demonstrate conflict resolution.
10. Demonstrate perseverance.
11. Demonstrate commitment.
12. Demonstrate a healthy view of competition.
13. Demonstrate a global perspective.
14. Demonstrate health and fitness.
15. Demonstrate self-direction.
16. Demonstrate lifelong learning.

E. PROFESSIONAL KNOWLEDGE

Effective professionals know the academic subject matter, including positive work

practices and interpersonal skills, as needed in their role. The following accountability criteria are considered essential for students in any program of study.

1. Demonstrate effective speaking and listening skills.
2. Demonstrate effective reading and writing skills.
3. Demonstrate mathematical reasoning.
4. Demonstrate job-specific mathematics skills.
5. Demonstrate critical-thinking and problem-solving skills.
6. Demonstrate creativity and resourcefulness.
7. Demonstrate an understanding of business ethics.
8. Demonstrate confidentiality.
9. Demonstrate an understanding of workplace structures, organizations, systems, and climates.
10. Demonstrate diversity awareness.
11. Demonstrate job acquisition and advancement skills.
12. Demonstrate task management skills.
13. Demonstrate customer-service skills.

F. KEYBOARDING MASTERY

Professionals demonstrate proficient keyboarding skills as needed in their role. The following accountability criteria are considered essential for students in any program of study.

1. Demonstrate proper touch techniques using correct fingers and posture to key alphanumeric information.
2. Demonstrate proper touch techniques using correct fingers and posture to key numeric information on a ten-key pad.
3. Demonstrate speed at a **minimum** rate of words per minute (wpm) with a **maximum** of three errors on a three-minute timed writing.

NOTE: (15 in 5th grade, 20 in 6th grade, 25 in 7th grade, and 30 in 8th grade)

4. Use software capabilities to find and correct errors.
5. Use correct procedures for saving and retrieving information.
6. Demonstrate proper use and treatment of hardware and software.
7. Demonstrate usage of short cut keys/commands.

G. LANGUAGE SKILLS

Professionals demonstrate proficient language and computer skills as needed in their role. The following accountability criteria are considered essential for students in any program of study.

1. Follow oral and written instructions (e.g., dictation).
2. Use basic keyboarding and computer terminology (e.g., select, navigate, highlight, magnify, scroll up/down).
3. Apply formal language rules for punctuation, grammar, spelling, number expression,

- word division, and capitalization.
4. Compose at the keyboard.
 5. Identify and use proofreaders' marks.

H. DOCUMENT FORMATTING

Professionals demonstrate proficient document formatting skills as needed in their role. The following accountability criteria are considered essential for students in any program of study.

1. Use special features, such as bold, underline, italics, bullets, and numbering to enhance a document.
2. Format, key, and edit personal business letters using block style.
3. Format, key, and edit business letters using block style.
4. Format, key, and edit basic reports.
5. Format, key, and edit simple tables.

I. PROFESSIONAL DEVELOPMENT

Professionals demonstrate appropriate work-readiness skills as needed in their role. The following accountability criteria are considered essential for students in any program of study.

1. Research and identify careers that use technology.
2. Research education and training requirements for a particular career.
3. Create a resumé.
4. Prepare and present a digital presentation on a selected career.
5. Analyze and select artifacts to include in a digital portfolio.
6. Collaborate in small groups to create and edit online documents.

[Course Materials and Resources](#)

[Course Academic Standards and Indicators](#)