



Department of Teaching & Learning
Parent/Student Course Information

Keyboarding Applications
(BE 6152)
One-half Credit, One Semester
Grades 8

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

None

OPTIONS FOR NEXT COURSE

None

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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To seek resolution of grievances resulting from alleged discrimination or to report violations of these policies, please contact the Title VI/Title IX Coordinator/Director of Student Leadership at (757) 263-2020, 1413 Laskin Road, Virginia Beach, Virginia, 23451 (for student complaints) or the Section 504/ADA Coordinator/Chief Human Resources Officer at (757) 263-1133, 2512 George Mason Drive, Municipal Center, Building 6, Virginia Beach, Virginia, 23456 (for employees or other citizens). Concerns about the application of Section 504 of the Rehabilitation Act should be addressed to the Section 504 Coordinator/Director of Student Support Services at (757) 263-1980, 2512 George Mason Drive, Virginia Beach, Virginia, 23456 or the Section 504 Coordinator at the student's school. For students who are eligible or suspected of being eligible for special education or related services under IDEA, please contact the Office of Programs for Exceptional Children at (757) 263-2400, Laskin Road Annex, 1413 Laskin Road, Virginia Beach, Virginia, 23451.

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