Department of Teaching & Learning
Parent/Student Course Information

Keyboarding
(BE 6151)
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 personal, educational and professional documents.

CERTIFICATION
None

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
Desktop, Multimedia & Web Technologies

REQUIRED STUDENT TEXTBOOK
None

<div align="center">**COMPETENCIES FOR KEYBOARDING**</div>

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, system 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
034   Identify computer system components.
035   Describe ergonomic and repetitive strain injury (RSI) guidelines related to safe computer use.
036   Maintain workstation, equipment, materials and supplies.

037	Boot, access, reboot and shut down an operating system and start and exit software programs.
038	Use best practices for computer security.
039	Input data and commands using peripherals (e.g., keyboard, light pen, mouse, scanner, audio/voice input, voice recognition).
040	Key alphabetic, numeric, and symbol information, using a touch system and correct techniques.
041	Manipulate data/software/operating system using ribbons, launchers, icons, pull-down menus, mouse and function keys.
042	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.
043	Improve keyboarding techniques.
044	Increase keyboarding speed and accuracy.
045	Proofread copy, using proofreaders' marks.
046	Write letters, memos, e-mails, reports, blogs, outlines and tables, using the English writing process steps.
047	Key and format letters, memos, e-mails, reports, outlines, columns and tables.
048	Edit copy.
049	Key, format, and merge addresses on labels and envelopes.
050	Produce documents incorporating graphic elements, including tables and graphs.
051	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).
052	Troubleshoot computer problems (e.g., cable hookups, power sources, operational supplies).
053	Correlate keyboarding skills with the appropriate career pathways.
054	Develop or update a résumé and an electronic résumé.
055	Complete an online and/or a written job application form.
056	Create an electronic and/or hard-copy portfolio containing representative samples of student work.
057	Identify potential employment barriers for nontraditional groups and ways to overcome the barriers.

Dr. Aaron C. Spence, Superintendent
Virginia Beach City Public Schools
2512 George Mason Drive, Virginia Beach, VA 23456-0038

Produced by the Department of Media and Communications for the Department of Teaching and Learning.
For further information please call (757) 263-1070.

Notice of Non-Discrimination Policy
Virginia Beach City Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation/gender identity, pregnancy, childbirth or related medical condition, disability, marital status, age, genetic information or veteran status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. School Board policies and regulations (including, but not limited to, Policies 2-33, 4-4, 4-6, 4-43, 5-7, 5-19, 5-20, 5-44, 6-7, 7-48, 7-49, 7-57 and Regulations 4-4.1, 4-4.2, 4-6.1, 4-43.1, 5-44.1, 7-11.1, 7-17.1 and 7-57.1) provide equal access to courses, programs, counseling services, physical education and athletic, vocational education, instructional materials and extracurricular activities.

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.

Alternative formats of this publication which may include taped, Braille, or large print materials are available upon request for individuals with disabilities. Call or write The Department of Teaching and Learning, Virginia Beach City Public Schools, 2512 George Mason Drive, P.O. Box 6038, Virginia Beach, VA 23456-0038. Telephone 263-1070 (voice); fax 263-1424; 263-1240 (TDD) or email at Theresa.Dougherty@VBSchools.com.

vbschools.com
your virtual link to Hampton Roads' largest school system

No part of this publication may be produced or shared in any form without giving specific credit to
Virginia Beach City Public Schools.

(Revised August 2017)