

Student's Name/Initial:

/ Date:

Teacher's Initials:

Date:

KEYBOARDING STUDENT PROFILE

COURSE CODE: 5100

Directions: Evaluate the student using the applicable rating scales below and check the appropriate box to indicate the degree of competency. The ratings 3, 2, 1, and N are not intended to represent the traditional school grading system of A, B, C, and D. The description associated with each of the ratings focuses on the level of student performance or cognition for each of the competencies listed below.

PERFORMANCE RATING

- 3 - Skilled--can perform task independently with no supervision
- 2 - Moderately skilled--can perform task completely with limited supervision
- 1 - Limitedly skilled--requires instruction and close supervision
- N - No exposure--has no experience or knowledge of this task

COGNITIVE RATING

- 3 - Knowledgeable--can apply the concept to solve problems
- 2 - Moderately knowledgeable--understands the concept
- 1 - Limitedly knowledgeable--requires additional instruction
- N - No exposure--has not received instruction in this area

A. SAFETY

3 2 1 N

- ___ ___ ___ ___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

3 2 1 N

- ___ ___ ___ ___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

3 2 1 N

- ___ ___ ___ ___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; 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

D. PERSONAL QUALITIES AND EMPLOYABILITY SKILLS

___ ___ ___ ___1.

___ ___ ___ ___2.

___ ___ ___ ___3.

___ ___ ___ ___4.

___ ___ ___ ___5.

___ ___ ___ ___6.

___ ___ ___ ___7.

___ ___ ___ ___8.

___ ___ ___ ___9.

___ ___ ___ ___10.

___ ___ ___ ___11.

___ ___ ___ ___12.

___ ___ ___ ___13.

images, 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.

- Demonstrate punctuality.
- Demonstrate self-representation.
- Demonstrate work ethic.
- Demonstrate respect.
- Demonstrate time management.
- Demonstrate integrity.
- Demonstrate leadership.
- Demonstrate teamwork and collaboration.
- Demonstrate conflict resolution.
- Demonstrate perseverance.
- Demonstrate commitment.
- Demonstrate a healthy view of competition.
- Demonstrate a global perspective.

- ___ __ __ __ 14. Demonstrate health and fitness.
- ___ __ __ __ 15. Demonstrate self-direction.
- ___ __ __ __ 16. Demonstrate lifelong learning.

E. PROFESSIONAL KNOWLEDGE

- 3 2 1 N
- ___ __ __ __ 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

- 3 2 1 N
- ___ __ __ __ 1. Use correct fingering, proper touch techniques, and proper posturing to key alphanumeric information.
 - ___ __ __ __ 2. Use correct fingering, proper touch techniques, and proper posturing to key numeric information on a ten-key pad.
 - ___ __ __ __ 3. Demonstrate speed at a **minimum** rate of 30 words per minute (wpm) with a **maximum** of three errors on a three-minute timed writing.
NOTE: (10 wpm in 3rd grade, 15 in 4th grade, 20 in 5th grade, 25 in 6th grade, and 30 in 7th grade)
 - ___ __ __ __ 4. Use equipment and/or software capabilities to correct errors.

- ___ __ __ __ 5. Use correct procedures for saving and retrieving information.
- ___ __ __ __ 6. Demonstrate proper use of hardware and software.

G. LANGUAGE SKILLS

- 3 2 1 N
- ___ __ __ __ 1. Follow oral and written instructions.
 - ___ __ __ __ 2. Use basic keyboarding and computer terminology.
 - ___ __ __ __ 3. Apply formal language rules for punctuation, grammar, spelling, number expression, word division, and capitalization.
 - ___ __ __ __ 4. Compose at the keyboard.
 - ___ __ __ __ 5. Edit copy using proofreaders' marks.

H. DOCUMENT FORMATTING

- 3 2 1 N
- ___ __ __ __ 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.