KEYBOARDING
COURSE CODE: 5100

COURSE DESCRIPTION: The beginning of the course provides an opportunity for 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 fingering.

The second part of the course emphasizes formatting of basic letters, reports, tables, and other business documents. Composition and language skills are important components of the Keyboarding course.

OBJECTIVE: Given the necessary hardware, software, supplies, and facilities, the student will be able to successfully complete all of the following standards in a course that grants one-half unit of credit.

COMPUTERS REQUIRED: One computer per student

COURSE CREDIT: ½ Carnegie unit

RECOMMENDED GRADE LEVEL: 7-9

PROFICIENCY TEST: The Office of Career and Technology Education (OCTE) has developed a keyboarding proficiency test that is available for use in school districts to determine readiness for taking higher-level computer courses such as Computer Applications and Integrated Business Applications (IBA) 1.

A student may elect to take this test if the district decides to make this option available. If the student meets the requirements on the test, he or she may choose not to take the Keyboarding course. However, no Carnegie half-unit credit is given for passing the proficiency test.

Passing this test would meet the prerequisite skill requirement for advancement to upper-level courses in the areas of business, finance, marketing, and computer technology.

The test must be supervised and graded under the direction of a certified business, marketing, and computer technology teacher (Required Credentials for Professional Staff Members in the Instructional Programs of South Carolina's Public Schools, Certificate Code 4B). The score sheet should be given to the teacher of subsequent courses for use in determining whether or not the student should be allowed into the next level of computer courses.

A. SAFETY

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

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

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 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.

D. PERSONAL QUALITIES AND EMPLOYABILITY SKILLS

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

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

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

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:

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.