

COURSE
WVEIS CODE

Keyboarding
1441

Course Description

The skill sets in this course are designed as a foundational/non-occupational course for both middle school and high school career technical students. The Skill Sets in this course are representative of the basic knowledge included in a Career and Technical Education/Business and Marketing Program of Study. Incorporated into this course are elements of introductory keyboarding techniques necessary for a career in the business and marketing field. This course is also recommended as an Elective in the Career and Work Skills Training Program of Study and a Prerequisite in the Microsoft Computer Applications Specialist (MCAS), Information Management and Administrative Support Program of Studys.

SKILL SETS

- Work Habits
- Operational Keyboarding Skills
- Keyboarding Production Skills
- Computer Skills

Keyboarding

WVEIS 1441

Skill Set	Work Habits	
<i>Knowledge Objectives</i>	<i>Students will demonstrate knowledge of</i>	
1441.1	• good work habits.	
<i>Performance Objectives</i>	<i>Students will</i>	<i>Skill Set Met</i>
1441.2	implement oral and written instructions in the • completion of assigned tasks and work efficiently to meet deadlines.	
1441.3	display the attitudes and work habits necessary for • good interpersonal and employee/employer relations in the workforce.	
1441.4	prepare and keep the area in and around the workstation organized by properly assembling • supplies and information necessary to complete assigned tasks.	
1441.5	• demonstrate desirable work ethics.	
Skill Set	Operational Keyboarding Skills	
<i>Knowledge Objectives</i>	<i>Students will demonstrate knowledge of</i>	
1441.6	• operational keyboarding skills.	
<i>Performance Objectives</i>	<i>Students will</i>	<i>Skill Set Met</i>

1441.7	<ul style="list-style-type: none"> • master operation of the alphabet, punctuation, number and symbol keys by touch. 	
1441.8	<ul style="list-style-type: none"> • develop proofreading skills by visually and manually checking for errors utilizing computer proofreading tools. (i.e., spell check, grammar check and thesaurus) 	
1441.9	<ul style="list-style-type: none"> • increase keyboarding speed and accuracy. 	
Skill Set	Keyboarding Production Skills	
<i>Knowledge Objectives</i>	<i>Students will demonstrate knowledge of</i>	
1441.10	<ul style="list-style-type: none"> • production keyboarding skills. 	
<i>Performance Objectives</i>	<i>Students will</i>	<i>Skill Set Met</i>
1441.11	<ul style="list-style-type: none"> • apply information processing concepts. 	
1441.12	<ul style="list-style-type: none"> • develop language arts skills such as using correct grammar, capitalization, punctuation, number expression and word usage through composition of business communications. 	
1441.13	<ul style="list-style-type: none"> • demonstrate production, formatting and editing skills in keyboarding. (i.e. enumeration, outlines and formatting copy for short reports, memorandums, personal/business communications from arranged, rough-draft, handwritten, incomplete or unedited copy) 	
1441.14	<ul style="list-style-type: none"> • identify and correctly use proofreaders' marks. 	
1441.15	<ul style="list-style-type: none"> • maintain a minimum speed of 35 words per minute with 3 or fewer errors on a 3-minute timed writing. 	
1441.16	<ul style="list-style-type: none"> • prepare envelopes using USPS style and insert correctly folded letters. 	
1441.17	<ul style="list-style-type: none"> • key bound and unbound reports with and without special features. (i.e., endnotes, internal citations, title page and reference page) 	
Skill Set	Computer Skills	
<i>Knowledge Objectives</i>	<i>Students will demonstrate knowledge of</i>	
1441.18	<ul style="list-style-type: none"> • basic computer skills. 	
<i>Performance Objectives</i>	<i>Students will</i>	<i>Skill Set Met</i>
1441.19	<ul style="list-style-type: none"> • identify hardware components. 	
1441.20	<ul style="list-style-type: none"> • demonstrate the proper care and use of hardware and software. 	
1441.21	<ul style="list-style-type: none"> • use application processing terminology. 	