The Business and Information Technology (Business & IT) program in Virginia Beach is an important segment of the total educational program. Students receive instruction in skills associated with a number of business and information technology areas and have the opportunity to practice life-management skills. All students are provided opportunities to complement their academic preparation through the Business and Information Technology program. The Business & IT program provides opportunities to achieve competencies and industry certifications for a career, to pursue further education, and for personal use. Students are exposed to Virginia’s Workplace Readiness Skills and have the opportunity to take an assessment which validates the student knowledge in each skill area. Those who are completing a two-year sequence have the opportunity to verify their knowledge of the workplace readiness skills through an industry assessment.

COURSE DESCRIPTION
Students acquire skills in developing touch keyboarding techniques and become proficient computer users. The course includes word processing applications. Review of standard grammar usage and development of proofreading and editing techniques enable students to compose, organize, and edit documents at the keyboard.

Certification:

STUDENT ORGANIZATION
FBLA – The Future Business Leaders of America 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
Keyboarding Applications

REQUIRED STUDENT TEXTBOOK
Provided by school
The course competencies are as follows:

**Implementing Virginia's CTE Course Requirements**

001 Demonstrate Virginia's Workplace Readiness Skills in course activities.
002 Apply Virginia's All Aspects of Industry elements in course activities.
003 Identify Internet safety issues and procedures for complying with acceptable use standards.

**Participating in the Student Organization**

004 Identify the purposes and goals of the student organization.
005 Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult.
006 Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects.

**Keyboarding (Secondary)**

007 Identify computer system components.
008 Boot, access, and exit operating system and software.
009 Input data and commands using peripherals (e.g., keyboard, light pen, mouse, scanner, and voice recognition).
010 Key alphabetic, numeric, and symbol information using a touch system and correct techniques.
011 Manipulate data/software/operating system using function keys, icons, bars, and pull-down menus.
012 Use file and disk management techniques, such as copy, move, store, rename, retrieve, save, delete, and create/manipulate directories.
013 Improve keyboarding techniques.
014 Increase keyboarding speed and accuracy.
015 Proofread copy.
016 Edit copy.
017 Key and format letters, memoranda, reports, outlines, and tables from prepared and rough draft material.
018 Key and format columns, tables, graphs, and charts.
019 Compose and format letters, memoranda, reports, outlines, and tables, using the English writing process steps.
020 Key and format addresses on labels and envelopes.
021 Produce documents incorporating graphic elements.
022 Maintain work station, equipment, materials, and supplies.
023 Obtain assistance for preparing documents via electronic and hard copy references and documentation (e.g., help screen, spell-check, grammar-check, thesaurus, user's manual, dictionary, Internet search).
024 Describe ergonomic guidelines related to safe computer use.
025 Troubleshoot computer problems (e.g., cable hookups, power sources, and operational supplies).
026 Develop or update a résumé.
027 Complete a job application form.
028 Create a portfolio containing representative samples of student work.
029 Identify potential employment barriers for nontraditional groups and ways to overcome the barriers.