BUSINESS AND INFORMATION TECHNOLOGY
KEYBOARDING
GRADES 7 - 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.

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.

VIRGINIA BEACH CITY PUBLIC SCHOOLS
A H E A D   O F   T H E   C U R V E

MISSION STATEMENT
The Virginia Beach City Public Schools, in partnership with the entire community, will empower every student to become a life-long learner who is a responsible, productive and engaged citizen within the global community.

DEPARTMENT OF CURRICULUM AND INSTRUCTION
2512 George Mason Drive P.O. Box 6038
Virginia Beach, VA 23456-0038

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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 Curriculum and Instruction, Director of Secondary Instructional Services, Virginia Beach City Public Schools, 2512 George Mason Drive, P.O. Box 6038, Virginia Beach, VA 23456-0038, Telephone (757) 263-1070 or (757) 263-1429, fax (757) 263-1412.