

PARENT/STUDENT

COURSE INFORMATION

BUSINESS AND INFORMATION TECHNOLOGY KEYBOARDING APPLICATIONS 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 elevate skill levels on the keyboard, increasing both speed and accuracy. The course will be project based and focus on the requirements for the Microsoft Certified Application Specialist industry certification.

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

Keyboarding

OPTIONS FOR NEXT COURSE

Rising freshman – Information Technology Fundamentals
Rising eighth grader – Advanced Computer Solutions

REQUIRED STUDENT TEXTBOOK

Provided by the school

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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 Applications

- 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 Synthesize and key information and notes directly from conversations, meetings, and media (real time data entry processed during the event).
- 023 Key and format research-related documents including outlines, bibliographies, and manuscripts.
- 024 Complete special forms (e.g., applications, invoices, purchase orders).
- 025 Produce copy using paper of varying dimensions.
- 026 Merge files to produce form letters.
- 027 Maintain work station, equipment, materials, and supplies.
- 028 Obtain assistance for preparing documents via electronic and hard copy references and

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documentation (e.g., help screen, spell-check, grammar-check, thesaurus, user's manual, dictionary, Internet search).

- 029 Describe ergonomic guidelines related to safe computer use.
- 030 Troubleshoot computer problems (e.g., cable hookups, power sources, and operational supplies).
- 031 Develop or update a résumé.
- 032 Complete a job application form.
- 033 Create a portfolio containing representative samples of student work.
- 034 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**

The Virginia Beach City Public Schools prohibits discrimination on the basis of race, color, religion, sex, ethnicity, national origin, age, disability, pregnancy and childbirth, or marital status. School Board policies and supporting regulation (Policies 2-33, 4-4, 5-7, and 6-7 and Regulation 5-44.1) provide equal access to courses, programs, counseling services, physical education and athletics, vocational education, instructional materials, and extracurricular activities. Violations of these policies should be reported to the Director of Student Leadership at (757) 263-2020 or the Assistant Superintendent of Human Resources at (757) 263-1133.

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.