

Keyboarding Curriculum Guide

6-8 Grades

This course will be offered: as a Middle School course **Pathway**

(Optional): Administrative and Information Support **Career**

Cluster Area: Business, Management and Administration

Source of Occupational Skills Standards: National Business Education Association (NBEA)

Eligibility for Nationally Recognized Skill Certificate(s)/State License: No OR ___ Yes, and identify Certificate:

Tech Prep: No OR ___ Yes - If Yes, list postsecondary institution and number of postsecondary credits

Is this course brokered through another institution or agency: No OR ___ Yes, and list institution/agency:

Course Description: Keyboarding is an introductory course that gives students the opportunity to gain an overview of the operation of the computer and word-processing software. In addition, proper keyboarding proficiency skills will be a primary focus for the course.

Content Headings/Topics:

1. Basic computer operating system
2. Identify hardware/software components of computer
3. File server access
4. Save files
5. Manage files and folders
6. Print
7. Word processing/formatting
8. Keyboarding technique
9. Keyboarding speed
10. Basic spreadsheet functions/charting
11. Narrow an Internet search
12. Career opportunities
13. Paint
14. Draw
15. Multimedia presentation software

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Standard	Objective	Sequence and Duration	Sample Teaching Strategy/ Possible Integration	Resources and Text	Dist/ State Assessment	Formative Assessment
	1. Turn computer on/off.					
	2. Access/save to a local hard drive and file server (if possible).		R3.6			Lab Assignment
	3. Create folders.		R3.6			Lab Assignment
	4. Open/save word-processing software document.		R3.6			Lab Assignment
	5. Understand basic tab settings.		R3.6			Lab Assignment
	6. Print, choosing a printer.		R3.6			Lab Assignment
	7. Edit, copy, and paste text and graphics.		R3.6			Lab Assignment
	8. Utilize spell check/thesaurus features.		R3.6			Lab Assignment
NBEA ISS.7	9. Identify proper keyboarding technique.					Observation
NBEA ISS.7	10. Increase keyboarding speed and accuracy.					Pre / Post Test
NBEA ISS.9	11. Find/utilize an Internet search engine.		R3.6			Lab Assignment
	12. Explore different computer career opportunities. (B2)		R3.6			Lab Assignment