

Subject / Course Name: Keyboarding Applications

| Time Frame | SOL Objective/ Competency | Essential Understandings/ Questions | Essential Knowledge/Skills |
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| 1st Quarter (First 4½ Weeks) | 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 54, 55, 56, 57 | Keyboarding Applications | <p>Identify computer system components. Boot, access, and exit operating system and software. Input data and commands using peripherals (e.g., keyboard, light pen, mouse, scanner, and voice recognition). Key alphabetic, numeric, and symbol information using a touch system and correct techniques. Manipulate data/software/operating system using function keys, icons, bars, and pull-down menus. Use file and disk management techniques, such as copy, move, store, rename, retrieve, save, delete, and create/manipulate directories. Improve keyboarding techniques. Increase keyboarding speed and accuracy. Proofread copy. Edit copy. Key and format letters, memoranda, reports, outlines, and tables from prepared and rough draft material. Key and format columns, tables, graphs, and charts. Maintain work station, equipment, materials, and supplies. 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). Describe ergonomic guidelines related to safe computer use. Troubleshoot computer problems (e.g., cable hookups, power sources, and operational supplies).</p> |

| Time Frame | SOL Objective/ Competency | Essential Understandings/ Questions | Essential Knowledge/Skills |
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| 2nd Quarter (Second 4½ Weeks) | 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 54, 55, 56, 57 | Keyboarding Applications | <p>Identify computer system components. Boot, access, and exit operating system and software. Input data and commands using peripherals (e.g., keyboard, light pen, mouse, scanner, and voice recognition). Key alphabetic, numeric, and symbol information using a touch system and correct techniques. Manipulate data/software/operating system using function keys, icons, bars, and pull-down menus. Use file and disk management techniques, such as copy, move, store, rename, retrieve, save, delete, and create/manipulate directories. Improve keyboarding techniques. Increase keyboarding speed and accuracy. Proofread copy. Edit copy. Key and format letters, memoranda, reports, outlines, and tables from prepared and rough draft material. Key and format columns, tables, graphs, and charts. Maintain work station, equipment, materials, and supplies. 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). Describe ergonomic guidelines related to safe computer use. Troubleshoot computer problems (e.g., cable hookups, power sources, and operational supplies).</p> |

| Time Frame | SOL Objective/ Competency | Essential Understandings/ Questions | Essential Knowledge/Skills |
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| 3rd Quarter (Third 4½ Weeks) | 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57 | Keyboarding Applications | <p>Identify computer system components.</p> <p>Boot, access, and exit operating system and software.</p> <p>Input data and commands using peripherals (e.g., keyboard, light pen, mouse, scanner, and voice recognition).</p> <p>Key alphabetic, numeric, and symbol information using a touch system and correct techniques.</p> <p>Manipulate data/software/operating system using function keys, icons, bars, and pull-down menus.</p> <p>Use file and disk management techniques, such as copy, move, store, rename, retrieve, save, delete, and create/manipulate directories.</p> <p>Improve keyboarding techniques.</p> <p>Increase keyboarding speed and accuracy.</p> <p>Proofread copy.</p> <p>Edit copy.</p> <p>Key and format letters, memoranda, reports, outlines, and tables from prepared and rough draft material.</p> <p>Key and format columns, tables, graphs, and charts.</p> <p>Compose and format letters, memoranda, reports, outlines, and tables, using the English writing process steps.</p> <p>Key and format addresses on labels and envelopes.</p> <p>Produce documents incorporating graphic elements.</p> <p>Synthesize and key information and notes directly from conversations, meetings, and media (real time data entry processed during the event).</p> <p>Key and format research-related documents including outlines, bibliographies, and manuscripts.</p> <p>Complete special forms (e.g., applications, invoices, purchase orders).</p> <p>Produce copy using paper of varying dimensions.</p> <p>Merge files to produce form letters.</p> <p>Maintain work station, equipment, materials, and supplies.</p> <p>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).</p> <p>Describe ergonomic guidelines related to safe computer use.</p> <p>Troubleshoot computer problems (e.g., cable hookups, power sources, and operational supplies).</p> |

| Time Frame | SOL Objective/ Competency | Essential Understandings/ Questions | Essential Knowledge/Skills |
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| 4th Quarter (Last 4½ Weeks) | 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61 | Keyboarding Applications | <p>Identify computer system components.</p> <p>Boot, access, and exit operating system and software.</p> <p>Input data and commands using peripherals (e.g., keyboard, light pen, mouse, scanner, and voice recognition).</p> <p>Key alphabetic, numeric, and symbol information using a touch system and correct techniques.</p> <p>Manipulate data/software/operating system using function keys, icons, bars, and pull-down menus.</p> <p>Use file and disk management techniques, such as copy, move, store, rename, retrieve, save, delete, and create/manipulate directories.</p> <p>Improve keyboarding techniques.</p> <p>Increase keyboarding speed and accuracy.</p> <p>Proofread copy.</p> <p>Edit copy.</p> <p>Key and format letters, memoranda, reports, outlines, and tables from prepared and rough draft material.</p> <p>Key and format columns, tables, graphs, and charts.</p> |

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| | | | <p>Compose and format letters, memoranda, reports, outlines, and tables, using the English writing process steps.</p> <p>Key and format addresses on labels and envelopes.</p> <p>Produce documents incorporating graphic elements.</p> <p>Synthesize and key information and notes directly from conversations, meetings, and media (real time data entry processed during the event).</p> <p>Key and format research-related documents including outlines, bibliographies, and manuscripts.</p> <p>Complete special forms (e.g., applications, invoices, purchase orders).</p> <p>Produce copy using paper of varying dimensions.</p> <p>Merge files to produce form letters.</p> <p>Maintain work station, equipment, materials, and supplies.</p> <p>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).</p> <p>Describe ergonomic guidelines related to safe computer use.</p> <p>Troubleshoot computer problems (e.g., cable hookups, power sources, and operational supplies).</p> <p>Develop or update a résumé.</p> <p>Complete a job application form.</p> <p>Create a portfolio containing representative samples of student work.</p> <p>Identify potential employment barriers for nontraditional groups and ways to overcome the barriers.</p> |
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| Time Frame | SOL Objective/ Competency | Essential Understandings/ Questions | Essential Knowledge/Skills |
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| Ongoing- All Semester | 1, 2, 3, 4, 5, 6, 7 | Demonstrating Workplace Readiness Skills: Personal Qualities and People Skills | <p>Demonstrate positive work ethic.</p> <p>Demonstrate integrity.</p> <p>Demonstrate teamwork skills.</p> <p>Demonstrate self-representation skills.</p> <p>Demonstrate diversity awareness.</p> <p>Demonstrate conflict-resolution skills.</p> <p>Demonstrate creativity and resourcefulness.</p> |
| | 8, 9, 10, 11, 12, 13, 14, 15, 16, 17 | Demonstrating Workplace Readiness Skills: Professional Knowledge and Skills | <p>Demonstrate effective speaking and listening skills.</p> <p>Demonstrate effective reading and writing skills.</p> <p>Demonstrate critical-thinking and problem-solving skills.</p> <p>Demonstrate healthy behaviors and safety skills.</p> <p>Demonstrate an understanding of workplace organizations, systems, and climates.</p> <p>Demonstrate lifelong-learning skills.</p> <p>Demonstrate job-acquisition and advancement skills.</p> <p>Demonstrate time-, task-, and resource-management skills.</p> <p>Demonstrate job-specific mathematics skills.</p> <p>Demonstrate customer-service skills.</p> |
| | 18, 19, 20, 21 | Demonstrating Workplace Readiness Skills: Technology Knowledge and Skills | <p>Demonstrate proficiency with technologies common to a specific occupation.</p> <p>Demonstrate information technology skills.</p> <p>Demonstrate an understanding of Internet use and security issues.</p> <p>Demonstrate telecommunications skills.</p> |
| | 22, 23, 24, 25, 26, 27, 28, 29 | Examining All Aspects of an Industry | <p>Examine aspects of planning within an industry/organization.</p> <p>Examine aspects of management within an industry/organization.</p> <p>Examine aspects of financial responsibility within an industry/organization.</p> <p>Examine technical and production skills required of workers</p> |

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| | 30, 31, 32, 33 | <p>Addressing Elements of Student Life</p> | <p>within an industry/organization. Examine principles of technology that underlie an industry/organization. Examine labor issues related to an industry/organization. Examine community issues related to an industry/organization. Examine health, safety, and environmental issues related to an industry/organization.</p> <p>Identify the purposes and goals of the student organization. Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult. Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects. Identify Internet safety issues and procedures for complying with acceptable use standards.</p> |
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