

# Keyboarding (Middle School)

**6147 6 weeks**

**6148 9 weeks**

**6149 12 weeks**

**6150 18 weeks**

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## Course Description

**Suggested Grade Level:** 6 or 7 or 8

This course is designed to introduce middle school students to the basics of computers, keyboarding skills, and potential careers. Students will develop and enhance touch skills for entering information using a keyboard to compose and produce personal, educational, and professional documents.

The tasks contained in the Keyboarding (Middle School) framework will correlate with many of the FBLA competitive events. Refer to the [FBLA website](#) for details or to the task-by-task FBLA correlation.

**Note: Completer sequences and certifications do not apply.**

## Task Essentials Table

- Tasks/competencies designated by plus icons (⊕) in the left-hand column(s) are essential
- Tasks/competencies designated by empty-circle icons (○) are optional
- Tasks/competencies designated by minus icons (⊖) are omitted
- Tasks marked with an asterisk (\*) are sensitive.

Task Number	6147	6148	6149	6150	Tasks/Competencies
Understanding Computer Basics					
31	⊕	⊕	⊕	⊕	Identify computer system components.
32	⊕	⊕	⊕	⊕	Describe ergonomic and repetitive strain injury (RSI) guidelines related to safe computer use.
33	⊕	⊕	⊕	⊕	Maintain workstation, equipment, materials, and supplies.
34	⊕	⊕	⊕	⊕	Start and exit software programs following correct procedures.
35	⊕	⊕	⊕	⊕	Input data and commands using peripherals (e.g., keyboard, mouse, scanner, audio/video input, and voice recognition).
36	○	○	⊕	⊕	Manipulate data/software/operating system using ribbons, launchers, icons, and drop-down menus, and mouse.
37	⊕	⊕	⊕	⊕	Use external storage device (i.e., Universal Serial Bus [USB]), and online storage (e.g., Google Drive, webpages, email) management techniques, such as copy, move, store, rename, open, save, delete, and create/manipulate folders.
Developing Keyboarding Skills					

38	+	+	+	+	Key alphabetic, numeric, and symbolic information using a touch system and correct techniques.
39	+	+	+	+	Improve keyboarding techniques.
40	+	+	+	+	Increase keyboarding speed and/or accuracy.
41	+	+	+	+	Proofread copy.
42	○	○	+	+	Compose business documents.
43	○	+	+	+	Key and format business documents.
44	+	+	+	+	Edit copy.
45	○	○	○	○	Create addresses on labels and envelopes.
46	○	+	+	+	Produce documents incorporating simple graphic elements, such as tables and graphs.
47	○	+	+	+	Obtain assistance for preparing documents from electronic and hard-copy references and documentation.
Investigating Careers					
48	○	○	+	+	Correlate keyboarding skills with the appropriate career pathways.
49	○	○	○	○	Develop a résumé.
50	○	○	+	+	Complete an online or written job application form.
51	○	○	○	○	Create an electronic and/or hard-copy portfolio containing representative samples of student work.

Legend: + Essential ○ Non-essential - Omitted

## Curriculum Framework

### Understanding Computer Basics

## **Task Number 31**

### **Identify computer system components.**

#### **Definition**

Identification of computer system components should include

- input devices
- output devices
- storage devices
- processors.

#### **FBLA Competitive Events and Activities Areas**

##### **Business Skills and Knowledge**

##### **Introduction to Computer Science & Coding**

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## **Task Number 32**

### **Describe ergonomic and repetitive strain injury (RSI) guidelines related to safe computer use.**

#### **Definition**

Description should include

- an explanation of the long-term effects of RSI and other injuries as a result of improper technique(s)
- an explanation of the importance of proper positioning of the body based on the computer component (e.g., notebook, laptop) being used
- the importance of the height of a chair and desktop to remove any angles or undue strain on back or shoulders
- the reasons the monitor should be 18 to 24 inches from one's eyes with the top edge of the display screen at eye level
- the importance of short breaks every hour to relax the eyes, neck, shoulders, arms, wrists, and fingers.

#### **FBLA Competitive Events and Activities Areas**

## **Business Skills and Knowledge**

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### **Task Number 33**

#### **Maintain workstation, equipment, materials, and supplies.**

##### **Definition**

Maintenance should demonstrate the student's acceptance of responsibility for

- ensuring power supply
- identifying malfunctions, missing programs, or problems with the computer and reporting issues to the instructor
- straightening and cleaning workstations/work areas
- exiting software programs and shutting down the computer
- filing/storing student work
- leaving equipment and the workstation according to instructor's directions.

#### **FBLA Competitive Events and Activities Areas**

##### **Business Skills and Knowledge**

##### **Introduction to Computer Science & Coding**

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### **Task Number 34**

#### **Start and exit software programs following correct procedures.**

##### **Definition**

Specific functions may include

- clicking on an icon to launch a program, using a mouse and/or keyboard commands
- using the window close button and/or keyboard commands to exit a program
- rebooting the computer, if necessary
- exiting software programs, logging off and shutting down the computer
- using hardware and software controls to start and shut down or log off an operating system.

## **FBLA Competitive Events and Activities Areas**

### **Business Skills and Knowledge**

#### **Introduction to Computer Science & Coding**

#### **Multimedia & Website Development**

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## **Task Number 35**

### **Input data and commands using peripherals (e.g., keyboard, mouse, scanner, audio/video input, and voice recognition).**

#### **Definition**

Input may include

- data and program commands, using the keyboard controls
- program commands, using the left- and right-click buttons on the mouse
- images, text, and other data, using a scanner
- data and program command by using voice-recognition software
- photos, using a digital camera
- dual monitors.

## **FBLA Competitive Events and Activities Areas**

### **Business Skills and Knowledge**

#### **Introduction to Computer Science & Coding**

#### **Multimedia & Website Development**

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## **Task Number 36**

### **Manipulate data/software/operating system using ribbons, launchers, icons, and drop-down menus, and mouse.**

#### **Definition**

Manipulation should include

- cutting and pasting, copying and pasting, and saving by using keyboard commands/shortcuts, the menu bar, toolbars, and mouse, including right-clicking for pop-up menus
- printing
- making a screenshot of the computer and placing it in a document
- copying and editing a photo
- opening a new document, opening an existing document, and closing programs by using software-specific function keys, the menu bar, ribbons, drop-down menus, toolbars, and keyboard commands
- manipulating windows by using keyboard commands, the menu bar, and toolbars.

## **FBLA Competitive Events and Activities Areas**

### **Business Skills and Knowledge**

#### **Introduction to Computer Science & Coding**

#### **Multimedia & Website Development**

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## **Task Number 37**

**Use external storage device (i.e., Universal Serial Bus [USB]), and online storage (e.g., Google Drive, webpages, email) management techniques, such as copy, move, store, rename, open, save, delete, and create/manipulate folders.**

### **Definition**

Use should include techniques and functions such as

- finding a specified folder on the computer's hard drive
- copying files from one location to another
- creating folders and moving a file from one folder to another
- using external storage devices to save/retrieve work later
- deleting files from a designated location
- retrieving and emptying items from the Recycle Bin or Trash
- changing a file name
- opening a file from a designated location.



## **FBLA Competitive Events and Activities Areas**

### **Business Skills and Knowledge**

#### **Introduction to Computer Science & Coding**

#### **Multimedia & Website Development**

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## **Developing Keyboarding Skills**

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### **Task Number 38**

#### **Key alphabetic, numeric, and symbolic information using a touch system and correct techniques.**

##### **Definition**

Keying should include

- keeping eyes on copy, not on fingers, even when making reaches
- keeping feet on the floor
- keeping wrists low, not touching the desk or computer
- keeping fingers curved and upright on home keys
- maintaining erect posture
- keeping in rhythm without pausing between keystrokes
- keying with accuracy
- keying at an instructor-specified typing speed designed to meet an industry-standard goal, if applicable.

## **FBLA Competitive Events and Activities Areas**

### **Business Skills and Knowledge**

#### **Introduction to Computer Science & Coding**

#### **Multimedia & Website Development**

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## **Task Number 39**

### **Improve keyboarding techniques.**

#### **Definition**

Improving keyboarding techniques should result from

- identifying techniques that are problematic
- practicing selected technique drills to correct the identified problems
- assessing progress, using keyboarding technique grading scales (e.g., rubrics).

#### **FBLA Competitive Events and Activities Areas**

##### **Business Skills and Knowledge**

##### **Introduction to Computer Science & Coding**

##### **Multimedia & Website Development**

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## **Task Number 40**

### **Increase keyboarding speed and/or accuracy.**

#### **Definition**

Increasing keyboarding speed and/or accuracy should result from

- practicing drills that encourage speed with accuracy
- working toward a controlled rate of speed that will provide a high degree of accuracy
- assessing one's progress, using speed and accuracy grading scales (e.g., rubrics).

#### **FBLA Competitive Events and Activities Areas**

##### **Business Skills and Knowledge**

##### **Introduction to Computer Science & Coding**

##### **Multimedia & Website Development**

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## **Task Number 41**

### **Proofread copy.**

#### **Definition**

Proofreading should include identifying and marking

- spelling errors
- punctuation errors
- grammatical errors
- incorrect use of words
- incorrect format.

Proofreading copy should also include using standard proofreaders' marks to indicate errors and the necessary corrections.

#### **FBLA Competitive Events and Activities Areas**

**Business Skills and Knowledge**

**Introduction to Computer Science & Coding**

**Multimedia & Website Development**

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## **Task Number 42**

### **Compose business documents.**

#### **Definition**

Composition should include forms such as

- letters
- emails
- memos
- blog posts.

#### **FBLA Competitive Events and Activities Areas**

## **Business Skills and Knowledge**

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### **Task Number 43**

#### **Key and format business documents.**

##### **Definition**

Keying and formatting should include

- personal letters and/or business letters, using styles such as block, modified block, and modified block with indented paragraphs
- formal and simplified-style memos
- basic business-style and/or Modern Language Association (MLA)-style reports
- various types of outlines and reference pages
- emails (e.g., creating signature blocks, using automatic reply, using read/receipt option, using out-of-office function).

Formatting should include

- setting tabs, using the ruler and/or the Tab-Set dialogue box
- setting margins and spacing, using the File and Layout features
- creating documents from existing documents and templates
- creating and manipulating columns, including centering columns on a page
- creating and manipulating tables.

#### **FBLA Competitive Events and Activities Areas**

## **Business Skills and Knowledge**

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### **Task Number 44**

#### **Edit copy.**

##### **Definition**

Editing copy should include deleting, adding, and changing text as needed.

#### **FBLA Competitive Events and Activities Areas**

## **Business Skills and Knowledge**

### **Introduction to Computer Science & Coding**

### **Multimedia & Website Development**

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## **Task Number 45**

### **Create addresses on labels and envelopes.**

#### **Definition**

Creation should include keying, formatting, and merging and

- identifying the U.S. Postal Service requirements for addresses
- preparing and printing addresses on labels and/or envelopes according to these requirements.

### **FBLA Competitive Events and Activities Areas**

#### **Business Skills and Knowledge**

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## **Task Number 46**

### **Produce documents incorporating simple graphic elements, such as tables and graphs.**

#### **Definition**

Production should result from

- using the software's Insert functions to place pictures and graphic images into various documents
- manipulating (e.g., resizing, moving, flowing text around) the graphics
- using the picture format tools to enhance graphics beyond the description of the task
- checking to ensure that the graphics are acceptable when the document is printed or emailed and making adjustments as necessary.

### **FBLA Competitive Events and Activities Areas**

**Business Skills and Knowledge**

**Introduction to Computer Science & Coding**

**Multimedia & Website Development**

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## **Task Number 47**

**Obtain assistance for preparing documents from electronic and hard-copy references and documentation.**

### **Process/Skill Questions**

Obtaining assistance should include

- using the software's *Help* features to complete an assigned task
- using the software's editing tools (e.g., spell check, grammar check, thesaurus)
- noting the limits of spell check
- using the Internet to find information about task-related topics.

### **FBLA Competitive Events and Activities Areas**

**Business Skills and Knowledge**

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## **Investigating Careers**

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### **Task Number 48**

**Correlate keyboarding skills with the appropriate career pathways.**

#### **Definition**

Correlation should include

- gathering information on potential careers
- determining the computer skills required
- identifying potential employment barriers (e.g., for nontraditional groups) and ways to overcome them.

Correlation also should include identifying opportunities for advancement and employment trends in specific jobs for the career pathway.

## **FBLA Competitive Events and Activities Areas**

### **Business Skills and Knowledge**

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## **Task Number 49**

### **Develop a résumé.**

#### **Definition**

Résumé could include

- personal information (e.g., name, address, phone number, email)
- academic achievements
- hobbies/interests (e.g., athletics, achievements, or recognition)
- student organization participation
- volunteer work
- work experience
- references.

## **FBLA Competitive Events and Activities Areas**

### **Business Skills and Knowledge**

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## **Task Number 50**

### **Complete an online or written job application form.**

#### **Definition**

Completion should include

- parts of an employment application (e.g., name, address, education, work experiences, job title, references, other qualifications)
- copies of résumé
- references (ask permission before using).

## **FBLA Competitive Events and Activities Areas**

### **Business Skills and Knowledge**

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## **Task Number 51**

### **Create an electronic and/or hard-copy portfolio containing representative samples of student work.**

#### **Definition**

Portfolio may include a résumé and a combination of electronic and non-electronic documents representing the student's qualifications. Selected documents should reflect the student's knowledge, skills, and abilities.

## **FBLA Competitive Events and Activities Areas**

### **Business Skills and Knowledge**

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## **SOL Correlation by Task**

31	Identify computer system components.	English: 6.6, 7.6, 8.6
32	Describe ergonomic and repetitive strain injury (RSI) guidelines related to safe computer use.	English: 6.6, 7.6, 8.6
33	Maintain workstation, equipment, materials, and supplies.	English: 6.6, 7.6, 8.6
34	Start and exit software programs following correct procedures.	English: 6.3, 6.6, 7.3, 7.6, 8.3, 8.6
35	Input data and commands using peripherals (e.g., keyboard, mouse, scanner, audio/video input, and voice recognition).	
36	Manipulate data/software/operating system using ribbons, launchers, icons, and drop-down menus, and mouse.	English: 6.6, 6.7, 7.6, 7.7, 8.6, 8.7



37	Use external storage device (i.e., Universal Serial Bus [USB]), and online storage (e.g., Google Drive, webpages, email) management techniques, such as copy, move, store, rename, open, save, delete, and create/manipulate folders.	English: 6.6, 7.6, 8.6
38	Key alphabetic, numeric, and symbolic information using a touch system and correct techniques.	
39	Improve keyboarding techniques.	English: 6.6, 7.6, 8.6
40	Increase keyboarding speed and/or accuracy.	English: 6.6, 7.6, 8.6
41	Proofread copy.	English: 6.7, 6.8, 7.7, 7.8, 8.7, 8.8
42	Compose business documents.	English: 6.7, 6.8, 7.7, 7.8, 8.7, 8.8
43	Key and format business documents.	English: 6.7, 6.8, 7.7, 7.8, 8.7, 8.8
44	Edit copy.	English: 6.8, 7.8, 8.8
45	Create addresses on labels and envelopes.	English: 6.7, 6.8, 7.7, 7.8, 8.7, 8.8
46	Produce documents incorporating simple graphic elements, such as tables and graphs.	English: 6.7, 6.8, 7.7, 7.8, 8.7, 8.8
47	Obtain assistance for preparing documents from electronic and hard-copy references and documentation.	English: 6.3, 6.7, 6.8, 7.3, 7.7, 7.8, 8.3, 8.7, 8.8
48	Correlate keyboarding skills with the appropriate career pathways.	English: 6.6, 6.9, 7.6, 7.9, 8.6, 8.9
49	Develop a résumé.	English: 6.7, 6.8, 7.7, 7.8, 8.7, 8.8
50	Complete an online or written job application form.	English: 6.7, 6.8, 7.7, 7.8, 8.7, 8.8
51	Create an electronic and/or hard-copy portfolio containing representative samples of student work.	English: 6.3, 6.7, 6.8, 7.3, 7.7, 7.8, 8.3, 8.7, 8.8

# Appendix: Career Cluster Information

<b>Career Cluster: Business Management and Administration</b>	
<b>Pathway</b>	<b>Occupations</b>
<b>Business Information Management</b>	<b>Computer Support Specialist</b> <b>Customer Service Representative</b> <b>Maintenance Technician</b> <b>Technical Writer</b>

<b>Career Cluster: Information Technology</b>	
<b>Pathway</b>	<b>Occupations</b>
<b>Information Support and Services</b>	<b>Account Executive</b> <b>Administrative Assistant</b> <b>Communications Equipment Operator</b> <b>Computer Support Specialist</b> <b>Customer Service Representative</b> <b>Data Entry Specialist</b> <b>Executive Assistant</b> <b>Front Office Assistant</b> <b>Information Systems Analyst</b> <b>Instructional Coordinator</b> <b>Internet Entrepreneur</b> <b>Medical Transcriptionist</b> <b>Multimedia Artist, Animator</b> <b>Paralegal</b> <b>Receptionist</b> <b>Records Processing Assistant</b> <b>Technical Writer</b> <b>Word Processor</b>
<b>Network Systems</b>	<b>Computer Operator</b>
<b>Programming and Software Development</b>	<b>Web Developer</b>
<b>Web and Digital Communications</b>	<b>Graphic Designer</b> <b>Web Developer</b>