Keyboarding (Middle School)

6147 6 weeks
6148 9 weeks
6149 12 weeks
6150 18 weeks

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Acknowledgments

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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.

<table>
<thead>
<tr>
<th>Task Number</th>
<th>6147</th>
<th>6148</th>
<th>6149</th>
<th>6150</th>
<th>Tasks/Competencies</th>
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<tr>
<td>31</td>
<td>⊕</td>
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<td>33</td>
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<td>⊕</td>
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<td>Maintain workstation, equipment, materials, and supplies.</td>
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Developing Keyboarding Skills
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**Investigating Careers**

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</tbody>
</table>

Legend: ✴ Essential  ○ Non-essential  ❌ Omitted

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**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

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
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

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.
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.

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

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.
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.
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

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
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
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

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

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

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
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

Investigating Careers

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

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

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

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

SOL Correlation by Task

<table>
<thead>
<tr>
<th>Task</th>
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# Appendix: Career Cluster Information

## Career Cluster: Business Management and Administration

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<th>Pathway</th>
<th>Occupations</th>
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<tr>
<td>Management</td>
<td>Customer Service Representative</td>
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<tr>
<td></td>
<td>Maintenance Technician</td>
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<tr>
<td></td>
<td>Technical Writer</td>
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</table>

## Career Cluster: Information Technology

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<td>Information Support and</td>
<td>Account Executive</td>
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<tr>
<td>Services</td>
<td>Administrative Assistant</td>
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<tr>
<td></td>
<td>Communications Equipment Operator</td>
</tr>
<tr>
<td></td>
<td>Computer Support Specialist</td>
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<tr>
<td></td>
<td>Customer Service Representative</td>
</tr>
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<td></td>
<td>Data Entry Specialist</td>
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<tr>
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<td>Executive Assistant</td>
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<tr>
<td></td>
<td>Front Office Assistant</td>
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<td></td>
<td>Information Systems Analyst</td>
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<td></td>
<td>Instructional Coordinator</td>
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<tr>
<td></td>
<td>Internet Entrepreneur</td>
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<td></td>
<td>Medical Transcriptionist</td>
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<tr>
<td></td>
<td>Multimedia Artist, Animator</td>
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<td>Paralegal</td>
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<td>Records Processing Assistant</td>
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<td>Web Developer</td>
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