Smyth County Schools
Curriculum Map

Business

Grade:9-12 **Subject:Keyboarding 4x4**

	1st Quarter	2nd Quarter
Standards	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.	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 (Secondary) 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.

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006 Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects. Keyboarding (Secondary) 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.	
Content	• Identify computer system components. • Boot, access, and exit operating system and software.	• 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.

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	• Input data and commands, using peripherals. • 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	
Skills	Skills • Identify the following computer system components: Monitor Keyboard Mouse CPU (Central Processing Unit) Floppy disk drive CD-ROM drive	• Improvements in keyboarding skills should result from: Identifying techniques that are problematic and that need improvement Practicing selected technique drills to correct the identifies problems Assessing progress, using keyboarding technique grading scales • Achievement of greater keyboarding spend and accuracy results from: Practicing drills that encourage speed with accuracy Working toward a control rate of speed that will provide a high degree of accuracy Assessing own progress, using speed and accuracy grading scales • Proofed copy should result from identifying (using standard proofreaders' marks to indicate errors and the necessary corrections): Spelling errors

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• Use the mouse and/or keyboard commands to open and close programs. • Input data including: Data and program commands, using the keyboard Program commands, using the left- and right-click buttons on the mouse Images, text, and other data, using a scanner Photos, using a digital camera • Demonstrate the following proper keyboarding techniques/practices: Keyboard at front edge of desk Eyes on copy, not on fingers even when making reaches Feet on floor	Punctuation errors Grammatical errors Correct use of words Correct format • Edited copy should result from: Rewriting text on hard copy with pencil as needed, using standard proofreaders' marks to indicate errors and the necessary corrections Rewriting text on screen as needed, using the "Redline," "Track Changes," or similar editing feature of the word processing program. • Keying functions should include: Setting tabs, using the ruler and/or the "Tab-Set" dialog box Setting margins and spacing, using the "File-Page-Setup" feature Creating and manipulating columns, including centering columns on a page Creating and manipulating tables Keying and formatting: Personal letters and/or business letters, using styles such as block, modified block, and modified block with indented paragraphs Formal and simplifies-style memoranda Basic business style and MLA style (Modern Language Association) reports Various types of outlines • Keyed and formatted document should include: Newsletters Business report with a table, graph or chart

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Wrists low, not touching

Fingers curved and upright on home keys

Posture erect

Arms parallel with slant of keyboard

• Demonstrate the following data/software/operating system manipulation skills:

Cutting and pasting, copying and pasting, and saving by using keyboard commands/shortcuts, the menu bar, tool bars, and mouse, including right-clicking for pop-up menus

Opening and closing programs by using software-specific function keys, menu bar, and tool bars, and keyboard commands

Manipulating Windows by using keyboard commands, function keys, menu bar, and tool bar

• Demonstrate the following file/disk management techniques:

Finding specified directories on the hard drive

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	Copying files from one disk drive to another Creating a new directory and moving a file form one directory to the new one Saving files to and deleting files from a designated directory Changing a file name Opening a file from a designated directory	
Assessment	• In-class/hands on activities • Terminology quizzes • Keyboarding timings • Teacher observations • Keyboard worksheets	• In-class/hands on activities • Terminology quizzes • Keyboarding timings • Teacher observations • Keyboard worksheets
Related Literature	Text: Century 21 Computer Applications and Keyboarding: 7th edition Future Business Leaders of America Handbook	Text: Century 21 Computer Applications and Keyboarding: 7th edition Future Business Leaders of America Handbook

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Technology	• PC World Magazine website: www.pcworld.com • Software: Microsoft Word • All work performed on computer • Printers • Select websites http://www.powertyping.com; http://www.learn2type.com; http://www.freetypinggame.net •	• PC World Magazine website: www.pcworld.com • Software: Microsoft Word • All work performed on computer • Printers • Select websites http://www.powertyping.com; http://www.learn2type.com; http://www.freetypinggame.net •

Smyth County Schools
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Grade: **Subject:**

	3rd Quarter	4th Quarter
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 (Secondary) 019 Compose and format letters, memoranda, reports, outlines, and tables, using the English writing process steps.	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. Keyboarding (Secondary) 024 Describe ergonomic guidelines related to safe computer use. 025 Troubleshoot computer problems (e.g., cable hookups, power sources, and operational supplies). 026 Develop or update a résumé. 027 Complete a job application form. 028 Create a portfolio containing representative samples of student work. 029 Identify potential employment barriers for nontraditional groups and ways to overcome the barriers

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	020 Key and format addresses on labels and envelopes. 021 Produce documents incorporating graphic elements. 022 Maintain work station, equipment, materials, and supplies. 023 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).	
Content	• Compose and format letters, memoranda, reports, outlines, and tables, using the English writing process steps. • Key and format addresses on labels and envelopes. • Produce documents incorporating graphics elements. • Maintain workstations, equipment, materials, and supplies. • Obtain assistance for preparing documents vial electronic and hard copy references and documentation (e.g., help screen, spell check, grammar check, thesaurus, user's manual, dictionary, Internet search).	• Identify the purposes and goals of the student organization. • Participate in course activities sponsored by the student organizations (e.g., meetings, programs, and other projects). • Develop or update a resume. • Complete a job application form. • Create a portfolio containing representative examples of each type of documents produced by the student. • Identify potential employment barriers for nontraditional groups and ways to overcome the barriers.

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Grade: **Subject:**

	• Describe ergonomic guidelines related to safe computer use. • Troubleshoot computer problems, (e.g., cable hookups, power sources, and operational supplies).	
Skills	• Composed/formatted documents should include: Identifying the English writing process steps Composing and formatting correspondence that simulates a real work application, following identified steps and applying correct spelling, punctuation, grammar, sentence structure, and format Composing and formatting a report assigned from this or another course, following the identified steps and applying correct spelling, punctuation, grammar, sentence structure and	• Purposes and goals of the student organization should include: Leadership development Enhancement of communication skills Development of problem-solving and decision-making skills Participation as part of a team to accomplish a common goal Mastery of rules of order governing the conduct of a meeting • Participation in activities should include: Specialized skills Specialized concepts in areas related to keyboarding • Resume's should include: Educational background Work history Honors and awards Membership in club and/or community activities, leadership positions held, and community service • Job application forms should reflect and attentions to the following concerns: Parts of an employment applications (name, address, social security number, education, work experiences, job title, references, other qualifications) Legibility (longhand with black ink) for manual application; choice of font for electronic application Preparation (always bring copies of resume and other

format

• Keying/formatting addresses should include:

Identifying the U.S. Postal Service requirements for addresses

Preparing and printing addresses on labels according to these requirements, using the software's label-making functions correctly

Preparing and printing addresses on envelopes according to these requirements, using the software's envelope-addressing functions correctly

• Documents with graphics should result from:

Using the software's "Insert" functions to place clip art, symbols, pictures, or other graphics elements into various kinds of documents

Manipulating (sizing, moving, flowing text around) the graphics once they are inserted

Checking that the graphics appear correctly when the document is printed and making adjustments as necessary

relevant information)
References (ask permission before using)
• Portfolios may include:
Resume
Combination of electronic and non-electronic documents representative of the student's qualifications
Selected documents that demonstrate the student's knowledge, skills, and ability
• Identification of employment barriers should include:
Gender
Ethnicity
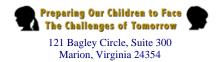Age
Unlawful discriminations in hiring or promoting
• Ways to overcome the barriers should include:
Scholarships
Job training programs
Mentorship
Minority assistance programs

Grade: **Subject:**

• When maintaining their workstations, equipment, materials, and supplies, student should demonstrate consisted acceptance of responsibility for:	
Straightening and cleaning workstations/areas	
Exiting software programs and shutting down computer properly	
Filing/storing student work	
Returning disks to identifies locations	
Turning in assignments to an identified location	
Leaving equipment according to teacher's directions	
• Preparing documents via electronic and hard copy references should include:	
Using the software's "Help" features to complete and assigned task	

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Grade: **Subject:**

Using the software's editing tools (spell check, grammar check, thesaurus) for specified applications

Using a variety of software reference manuals that are available in the classroom

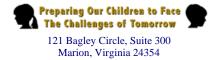Using an Internet search engine to find information about a specified topic

• Description of ergonomic guidelines should include:

An explanation of the importance of proper positioning of the body and the hardware being used

The reasons why the keyboard should be positioned directly in front of the chair, even with the front edge of the desk, and at elbow height so wrist movement will not be restricted

The reasons why the monitor should be 18 to 24 inches from ones eyes with the top edge of the display screen at eye level

The importance of short breaks every hour to relax neck, shoulders, arms, wrists, and fingers

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	• Troubleshooting should be performed by: Referring to computer manual and adhering to safety procedures Searching the help options on the computer Checking port connections and power sources Saving work and rebooting Notifying the instructor of problem persists	
Assessment	• In-class/hands on activities • Terminology quizzes • Keyboarding timings • Teacher observations • Keyboard worksheets	• In-class/hands on activities • Terminology quizzes • Keyboarding timings • Teacher observations • Keyboard worksheets
Related Literature	Text: Century 21 Computer Applications and Keyboarding: 7th edition Future Business Leaders of America Handbook	Text: Century 21 Computer Applications and Keyboarding: 7th edition Future Business Leaders of America Handbook

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Grade: **Subject:**

Technology	• Computer Support website: www.computing.net • Software: Microsoft Word • All work performed on computer • Printers • Select websites http://www.powertyping.com; http://www.learn2type.com; http://www.freetypinggame.net •	• Software: Microsoft Word • All work performed on computer • Printers • Select websites http://www.powertyping.com; http://www.learn2type.com; http://www.freetypinggame.net