

Florida Department of Education
CURRICULUM FRAMEWORK

July 2007

Program Title: Business Keyboarding
Occupational Area: Business

Secondary

Program Numbers 8200110
CIP Number 0507.99990R
Grade Level 6-9, 30, 31
Standard Length .50 credit
Certification BUS ED @4 1 @2
TEACH CBE @7
VOE @7
CSO: BPA
FBLA

- I. **MAJOR CONCEPTS/CONTENT:** This course is designed to provide instruction in introductory keyboarding, introductory word processing, introductory electronic presentation, introductory computer hardware, introductory Internet, and soft skills for business applications. These competencies provide the skills necessary to ensure increased productivity and efficient utilization of equipment.
- II. **LABORATORY ACTIVITIES:** Laboratory activities are an essential part of this course. This course has been designed as a hands-on class. It is essential that technology, specifically computers and appropriate software, be made available to students in this course. It is recommended that a project-based approach be utilized to deliver the concepts.
- III. **SPECIAL NOTES:** Business Professionals of America and Future Business Leaders of America are the appropriate Career Student Organizations (CSO) for providing leadership training and for reinforcing specific career and technical skills. Career Student Organizations, when provided, shall be an integral part of the career and technical instructional program, and the activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, FAC.

Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual needs and ensure equal access. Adult students with disabilities must self-identify and request such services. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

Activities including field trips and the use of guest presenters from the business community are appropriate for this course.

These frameworks and student performance standards are the MINIMUM required for this course. As time allows teachers are encouraged to add competencies in additional software and technologies.

Upon completion of this course and an additional half credit in business technology course work, at the middle school level, an optional articulation agreement may be included to further enhance this course and meet the requirements of Business Systems and Technology.

IV. **INTENDED OUTCOMES:** After successfully completing this course, the student will be able to:

- 01.0 Develop and apply keyboarding skills utilizing current technology. [Student Performance Standards: 01.01, 01.02, 01.03.]
- 02.0 Develop and apply word processing skills utilizing current technology. [Student Performance Standards: 02.01, 02.02, 02.03, 02.04, 02.05, 02.06, 02.07, 02.08, 02.09, 02.10, 02.11, 02.12, 02.13, 02.14, 02.15, 02.16.]
- 03.0 Develop and apply electronic presentation skills utilizing current technology. [Student Performance Standards: 03.01, 03.02, 03.03, 03.04, 03.05, 03.06, 03.07, 03.08, 03.09.]
- 04.0 Identify and understand computer hardware. [Student Performance Standards: 04.01, 04.02, 04.03.]
- 05.0 Perform activities using the worldwide web. [Student Performance Standards: 05.01, 05.02, 05.03, 05.04, 05.05, 05.06, 05.07.]
- 06.0 Develop and utilize business-related soft skills. [Student Performance Standards: 06.01, 06.02, 06.03, 06.04, 06.05, 06.06.]

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Middle School Course Number:	8200110
Course Title:	Business Keyboarding
Course Credit:	.50
01. DEVELOP AND APPLY KEYBOARDING SKILLS UTILIZING CURRENT TECHNOLOGY—The student will be able to:	
1.01	Demonstrate proper keyboarding techniques using correct ergonomic habits. LA.C.1.3 LA.C.2.3
01.02	Demonstrate safety and respect for all tools, equipment and materials in total lab. LA.C.1.3 LA.C.2.3
01.03	Demonstrate proper techniques for keyboarding while keeping fingers on home row keys. LA.C.1.3 LA.C.2.3
02. DEVELOP AND APPLY WORD PROCESSING SKILLS UTILIZING CURRENT TECHNOLOGY—The student will be able to:	
02.01	Start and exit word processing software.
02.02	Demonstrate ability to use and recognize the word-processing window including menus, toolbars, dialog boxes and commands.
02.03	Demonstrate efficient use of the help program. LA.A.1.3.3
02.04	Create and edit a new document. LA.B.1.3.1, LA.B.1.3.2, LA.A.1.3.3
02.05	Utilize the Undo and Redo commands. LA.B.1.3.2, LA.A.1.3.3
02.06	Save, open and replace files.
02.07	Understand the difference between Save and Save As.
02.08	Utilize Print Preview and demonstrate printing capabilities.
02.09	Identify methods of moving the insertion point, i.e. short cut keys, arrow keys, backspace and delete.
02.10	Understand different views of document and using the zoom function. MA.A.1.3.1, MA.A.1.3.3
02.11	Utilize the Show/Hide codes command.
02.12	Use spell/grammar check/ thesaurus programs properly. LA.B.1.3.2
02.13	Select and replace text: insert/overwrite modes. LA.B.1.3.2
02.14	Move text in a document using the copying/cutting/pasting text commands. LA.B.1.3.3
02.15	Format text by changing the font, font style, size, color, and effects. MA.A.2.3.2
02.16	Align text horizontally and vertically. MA.A.3.3.3
03. DEVELOP AND APPLY ELECTRONIC PRESENTATION SKILLS UTILIZING CURRENT TECHNOLOGY—The student will be able to:	
03.01	Demonstrate ability to launch presentation software.

03.02	Create a new presentation document. LA.D.2.3.2
03.03	Identify menus and toolbars of presentation software and their function.
03.04	Select design layout, background, template and color scheme. LA.D.2.3.4
03.05	Format text and graphics. LA.D.2.3.4
03.06	Edit text. LA.D.1.3.3
03.07	Select order of frames.
03.08	Ability to spell check, save and print presentation LA.B.1.3.3
03.09	Collaborate with group to present oral report. LA.B.2.3.1, LA.D.2.3.5
04.0	IDENTIFY AND UNDERSTAND COMPUTER HARDWARE—The student will be able to:
4.01	Define and identify the parts and functions of a computer. LA.A.1.3, LA.B.1.3, LA.B.2.3, LA.C.1.3, LA.C.2.3
4.02	Define basic keyboarding terminology. LA.A.1.3, LA.B.1.3, LA.B.2.3, LA.C.1.3, LA.C.2.3
4.03	Demonstrate the ability to perform basic computer operations such as: 1. turn the equipment on and off 2. load a program 3. run and use a program 4. store a program 5. display a program 6. enter and execute a simple program LA.A.1.3, LA.B.1.3, LA.B.2.3, LA.C.1.3, LA.C.2.3
05.0	PERFORM ACTIVITIES USING THE WORLDWIDE WEB—The student will be able to:
05.01	Explore the history of the Internet.
05.02	Introduce basic Internet vocabulary. LA.A.1.3.3, LA.B.2.3.4
05.03	Familiarize students with browser window.
05.04	Change browser features.
05.05	Understand Net addresses.
05.06	Organize Favorites/Bookmarks.
05.07	Perform basic Internet searches. LA.B.2.3.4

06.0 DEVELOP AND UTILIZE BUSINESS-RELATED SOFT SKILLS—The student will be able to:

06.01	Understand the importance of positive attitude in obtaining and maintaining a job, L.A.C.1.3.1
06.02	Identify good grooming/dress habits for the workplace, L.A.C.1.3.1
06.03	Develop problem-solving skills, M.A.E.1.3.1, M.A.E.3.3.1
06.04	Identify the benefits of teamwork
06.05	Identify the importance of impromptu speaking ability in the workplace, L.A.C.3.3.1, L.A.C.3.3.2, L.A.C.3.3.3
06.06	Identify the importance of prepared speaking ability in the workplace, L.A.C.3.3.1, L.A.C.3.3.2, L.A.C.3.3.3