

**Florida Department of Education
Curriculum Framework**

Course Title: Business Keyboarding
Course Type: Orientation/Exploratory
Career Cluster: Business Management and Administration

Secondary – Middle School	
Course Number	8200110
CIP Number	05079999OR
Grade Level	6-8
Course Length	Semester
Teacher Certification	Refer to the Course Structure section.
CTSO	FBLA-PBL, BPA
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml

Purpose

The purpose of this course is to assist students in making informed decisions regarding their future academic and occupational goals and to provide information regarding careers in the Business Management and Administration career cluster. The content includes but is not limited to instruction in introductory keyboarding, introductory word processing, introductory electronic presentation, introductory computer hardware, introductory Internet, and skills for business applications. Reinforcement of academic skills occurs through classroom instruction and applied laboratory procedures.

Instruction and learning activities are provided in a laboratory setting using hands-on experiences with the equipment, materials and technology appropriate to the course content and in accordance with current practices.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Course Structure

The length of this course is one semester. It may be offered for two semesters when appropriate. When offered for one semester, it is recommended that it be at the exploratory level and more in-depth when offered for two semesters.

To teach the course listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the course structure:

Course Number	Course Title	Teacher Certification	Length
8200110	Business Keyboarding	ANY BUSINESS ED G BUS ED 1 @2 COMPU SCI 6 INFO TECH 7G TC COOP ED @7 VOE @7	Semester

Standards

After successfully completing this program, the student will be able to perform the following:

- 01.0 Identify and understand computer hardware.
- 02.0 Identify information technology tools and their proper uses.
- 03.0 Develop and apply keyboarding skills utilizing current technology.
- 04.0 Develop and apply word processing skills utilizing current technology.
- 05.0 Develop and apply electronic presentation skills utilizing current technology.
- 06.0 Develop and utilize business-related skills.
- 07.0 Perform activities using the worldwide web.
- 08.0 Describe how information technology is used in the Business Management and Administration career cluster.
- 09.0 Describe and use communication features of information technology.

**Florida Department of Education
Student Performance Standards**

Course Title: Business Keyboarding
Course Number: 8200110
Course Length: Semester

Course Description:

This course is designed to provide instruction in introductory keyboarding, introductory word processing, introductory electronic presentation, introductory computer hardware, introductory Internet, and business applications skills. These competencies provide the skills necessary to ensure increased productivity and efficient utilization of equipment.

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.

CTE Standards and Benchmarks	
01.0	Identify and understand computer hardware. The student will be able to:
01.01	Define and identify input, output, and storage devices and their functions.
01.02	Define and identify memory in a computer.
02.0	Identify information technology tools and their proper uses. The student will be able to:
02.01	Define and identify various software applications (word processing, spreadsheets, database, presentation, digital publishing) and their uses.
03.0	Develop and apply keyboarding skills utilizing current technology. The student will be able to:
03.01	Demonstrate proper alphabet keyboarding techniques using correct ergonomic habits.
03.02	Demonstrate safety and respect for equipment and materials in lab.
03.03	Demonstrate proper techniques for keyboarding while keeping fingers on home row keys.
04.0	Develop and apply word processing skills utilizing current technology. The student will be able to:
04.01	Start and exit word processing software.
04.02	Identify the parts of a word processing screen, e.g., ribbon, status bar, title bar, insertion point, scroll box and bar, and tabs.

CTE Standards and Benchmarks	
04.03	Demonstrate ability to use and recognize the word processing window, including menus, toolbars, dialog boxes, tabs and ribbons.
04.04	Create and edit a new document.
04.05	Understand different views of document and using the zoom function.
04.06	Identify methods of moving the insertion point, i.e., arrow keys, backspace and delete.
04.07	Select and edit text.
04.08	Move text in a document using the copying/cutting/pasting and drag/drop text commands.
04.09	Format text by changing the font, size, color.
04.10	Align text horizontally and vertically.
04.11	Utilize the Undo and Redo commands.
04.12	Utilize the Show/Hide command.
04.13	Use basic proofreading skills including proofreader's marks.
04.14	Use spell/grammar check/thesaurus programs properly.
04.15	Understand the difference between Save and Save As.
04.16	Save, open and replace files.
04.17	Utilize Print Preview and demonstrate printing capabilities.
04.18	Demonstrate efficient use of the Help program.
05.0	Develop and apply electronic presentation skills utilizing current technology. The student will be able to:
05.01	Start and exit presentation software.
05.02	Identify the parts of a presentation screen, e.g., ribbon, status bar, title bar, insertion point, scroll box and bar, and tabs.
05.03	Create a new presentation document.
05.04	Select design layout, background, a template and color scheme.
05.05	Edit text.

CTE Standards and Benchmarks	
05.06	Format text and graphics.
05.07	Select order of frames.
05.08	Demonstrate ability to spell check, save and print presentation.
06.0	Develop and utilize business-related skills. The student will be able to:
06.01	Understand the importance of positive attitude in obtaining and maintaining a job.
06.02	Identify good grooming/dress habits for the workplace.
06.03	Develop problem solving skills.
06.04	Identify the benefits of teamwork.
06.05	Identify the importance of impromptu speaking ability in the workplace.
06.06	Identify the importance of prepared speaking ability in the workplace.
07.0	Perform activities using the world wide web. The student will be able to:
07.01	Explore the history of the Internet.
07.02	Introduce Internet vocabulary such as hyperlink, WWW, URL, and web browser.
07.03	Understand basic principles of the Domain Name System (DNS).
07.04	Perform basic Internet searches.
07.05	Identify and use various web browsers.
07.06	Identify and use various search engines.
07.07	Evaluate websites.
07.08	Understand Favorites/Bookmarks.
07.09	Understand and demonstrate Internet safety.
07.10	Discuss Internet privacy, ethics, network etiquette and copyright laws.
08.0	Describe how information technology is used in the Business, Management and Administration career cluster. The student will be able to:

CTE Standards and Benchmarks	
08.01	Identify through internet research information technology (IT) careers in the Business, Management and Administration career cluster, including the responsibilities, tasks and skills they require.
08.02	Identify security-related ethical and legal IT issues faced by professionals in the Business, Management and Administration career cluster.
09.0	Describe and use communication features of information technology. The student will be able to:
09.01	Identify and/or use various ways to communicate effectively using Internet technology, such as email, webcast, website, webpage, messaging, social networks, and blogging.
09.02	Identify security and privacy issues related to the Internet, including passwords and information theft.

Additional Information

Laboratory Activities

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of this career and technical program/course. Laboratory investigations benefit all students by developing an understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate and troubleshoot equipment/tools used to make observations. Students understand measurement error; and have the skills to aggregate, interpret, and present the resulting data. Equipment and supplies should be provided to enhance hands-on experiences for students, including access to computers and appropriate software.

Florida Standards for English Language Development (ELD)

English language learners communicate for social and instructional purposes within the school setting. ELD.K12.ELL.SI.1

English Language Development (ELD) Standards Special Notes:

Teachers are required to provide listening, speaking, reading and writing instruction that allows English language learners (ELL) to communicate for social and instructional purposes within the school setting. For the given level of English language proficiency and with visual, graphic, or interactive support, students will interact with grade level words, expressions, sentences and discourse to process or produce language necessary for academic success. The ELD standard should specify a relevant content area concept or topic of study chosen by curriculum developers and teachers which maximizes an ELL's need for communication and social skills. For additional information on the development and implementation of the ELD standards, please contact the Bureau of Student Achievement through Language Acquisition at sala@fldoe.org.

Career and Technical Student Organization (CTSO)

CTSOs are co-curricular career and technical student organizations providing leadership training and reinforcing specific career and technical skills. Career and Technical Student Organizations provide activities for students as an integral part of the instruction offered. Other CTSOs not listed in this curriculum framework or recognized by the Florida Department of Education are permissible provided they support student mastery over the standards and benchmarks of this curriculum framework.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's Individual Educational Plan (IEP) or 504 plan or postsecondary student's accommodations' plan to meet individual needs and ensure equal access. Accommodations change the way the student is instructed. 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.

In addition to accommodations, some secondary students with disabilities (students with an IEP served in Exceptional Student Education (ESE)) will need modifications to meet their needs. Modifications change the outcomes or what the student is expected to learn, e.g., modifying the curriculum of a secondary career and technical education course. Note: postsecondary curriculum and regulated secondary programs cannot be modified.