

# KEYBOARDING

**MIS03 14094**

*Students in Keyboarding will develop skills to operate a keyboard using the touch system and to compose formal and informal documents.*

**Credit** ¼ OR ½ credit  
Max credit = ½

**Level** Grades 9-12

*-These are the standards/competencies taken from the larger Business Education document that are the bare minimum to be covered in the class in any school using this MIS03 code.*

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Standard 4	<i><b>COMMUNICATION</b></i>
<b>FOUNDATIONS OF COMMUNICATION</b>	
Topic 4.1	<b>Listen actively, use the communication process, read and research information, and integrate technology to enhance communication effectiveness.</b>
<b>Student Competencies</b>	
	<i><b>TECHNOLOGY</b></i>
	4.1.47 Apply proper etiquette when communicating using technology.
	4.1.50 Integrate functions of word processing, spreadsheets, databases, and presentation applications to various workplace scenarios.
	4.1.51 Refine documents using spell check, thesaurus, and grammar check tools.
	4.1.57 Compose informal and formal messages using technology tools.
	4.1.59 Enhance documents by using advanced layout, design, and graphics.
<b>WRITTEN COMMUNICATION</b>	
Topic 4.3	<b>Prepare clear, complete, concise, correct, and courteous written messages for personal and professional uses.</b>
<b>Student Competencies</b>	
	<i><b>MECHANICS AND WRITING BASICS</b></i>
	4.3.2 Use acceptable standards for grammar, punctuation, and word and number usage.
	4.3.4 Document properly both print and digital sources to avoid plagiarism.

	4.3.6	Proofread business documents to ensure that they are clear, correct, concise, complete, consistent, and courteous.
	4.3.15	Apply a variety of specific proofreading techniques to identify and correct errors.
	4.3.16	Compare drafts to final documents and make editorial changes.
	<i>BUSINESS MESSAGES</i>	
	4.3.21	Compose coherent business messages that request information and action.
	4.3.22	Compose coherent business messages that respond to requests.
	4.3.23	Compose reports and summaries using appropriate documentation styles.
	4.3.24	Compose a variety of personal messages.
	4.3.27	Apply correct formats to various business messages.

Standard 7	<b><i>INFORMATION TECHNOLOGY</i></b>	
<b>DIGITAL CITIZENSHIP</b>		
<b>Topic 7.3</b>	<b>Demonstrate respectful, responsible, inclusive, and ethical behavior in a digital world.</b>	
	<b>Student Competencies</b>	
	7.3.2	Explore the risks and dangers of sharing personal information in a digital world (e.g., digital footprint, cyberbullying, cyberstalking, identity theft).
	7.3.4	Discuss and apply Internet safety practices.
<b>DEVICES AND COMPONENTS</b>		
<b>Topic 7.4</b>	<b>Describe current and emerging devices and components; configure, install, and upgrade equipment; diagnose problems; and repair hardware.</b>	
	<b>Student Competencies</b>	
	7.4.4	Compare and contrast various storage devices (e.g., local, removable, remote, cloud).
<b>OPERATING SYSTEMS</b>		
<b>Topic 7.5</b>	<b>Identify, evaluate, select, install, use, upgrade, and customize operating systems. Diagnose and solve problems with various types of operating system utilities.</b>	
	<b>Student Competencies</b>	
	7.5.1	Navigate the basic operating system.
<b>INPUT TECHNOLOGIES</b>		
<b>Topic 7.6</b>	<b>Use various input technologies to enter and manipulate information appropriately.</b>	
	<b>Student Competencies</b>	
	7.6.2	Apply a variety of input technologies to maximize productivity.
<b>SECURITY AND RISK MANAGEMENT</b>		
<b>Topic 7.15</b>	<b>Design and implement security and risk management policies and procedures for information technology.</b>	
	<b>Student Competencies</b>	
	7.15.4	Apply ergonomic techniques to information technology tasks to avoid injury.
<b>END-USER SUPPORT AND TRAINING</b>		
<b>Topic 7.16</b>	<b>Develop the technical and interpersonal skills and knowledge to train and support a diverse user community.</b>	
	<b>Student Competencies</b>	
	7.16.3	Develop technical reading skills.