## ND BUSINESS EDUCATION FRAMEWORKS

### Keyboarding

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name/Description</th>
<th>Grade Levels</th>
<th>High School Credit Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>14094</td>
<td>Keyboarding: Students will develop skills to operate a keyboard using the touch system and to compose formal and informal documents.</td>
<td>9-12</td>
<td>1/4 or 1/2</td>
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<tr>
<th>Topic</th>
<th>Performance Expectations</th>
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</thead>
</table>
| Keyboarding Techniques    | • Develop proper input techniques (e.g., keyboarding, voice recognition, hand-writing recognition, virtual keypad, and the use of a multi-touch screen, mouse/pad, or stylus) (7.6.1.1) (Level 1)  
• Describe ergonomic issues related to input technologies (7.6.1.3) (Level 1)  
• Use a variety of input technologies to optimize academic and workplace performance (7.6.1.6)                                                                                                                                                                                                                                                                                                                                                     |
| Document Creation         | • Compose reports and summaries using appropriate documentation styles (4.3b.1.8)  
• Use basic applications (word processing, spreadsheets, presentations, and graphics) (4.1d.1.5) (Level 1)  
• Identify ethical and legal issues regarding the use of digital information (4.1d.1.26)  
• Use acceptable standards for grammar, punctuation, and word and number usage (4.3a.1.12)  
• Apply a variety of specific proofreading techniques to identify and correct errors (4.3a.1.24)  
• Explore the risks and dangers of sharing personal information in a digital world (e.g., digital footprint, cyberbullying) (7.3.1.2) (Level 1)  
• Discuss and apply Internet safety practices (7.3.1.4) (Level 1)  
• Compare and contrast various storage devices (e.g., local, removable, remote, cloud) (7.4.1.11)  
• Discuss the risks of data loss and methods of prevention (7.15.1.3)                                                                                                                                                                                                                                                                                                                                                     |