

ND BUSINESS EDUCATION FRAMEWORKS

Keyboarding

Course Code	Course Name/Description	Grade Levels	High School Credit Options
14094	Keyboarding: Students will develop skills to operate a keyboard using the touch system and to compose formal and informal documents.	9-12	1/4 or 1/2
Topic	Performance Expectations		
Keyboarding Techniques	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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) 		