Standards and Competencies for Keyboarding/Document Formatting (Course # 3775)

	Begin-End Yr
Standard 1 - The student will develop and demonstrate effective input technology skills (advanced keyboarding, scanning, speech recognition, handwriting recognition, and the use of a mouse).	2009 -
1.1 - Evaluate different input technologies and identify the effective use of each (advanced keyboarding, scanning, speech recognition, handwriting recognition, and the use of a mouse) in preparing business documents.	2009 -
1.2 - Apply effective procedures for formatting business documents through the use of a variety of input technologies, including voice and handwriting recognition tools in preparing business documents.	2009 -
1.3 - Incorporate input technology skills in preparing a variety of business documents.	2009 -
Standard 2 - The student will create business documents, applying the appropriate formatting knowledge and skills.	2009 -
2.1 - Incorporate computer and keyboarding functions and terminology.	2009 -
2.2 - Evaluate the effective operations of the computerized workstation	2009 -
2.3 - Evaluate the effectiveness of various documents in meeting business standards. (Gateway English II Standards 1.0, 2.0, and 5.0).	2009 -
Standard 3 - The student will apply skills in processing business documents using new styles in various formats and lengths.	2009 -
3.1 - Demonstrate proper keyboarding technique and apply layout and design processing skills to produce business documents.	2009 -
3.2 - Key business documents in a variety of styles and formats (Gateway English II Standards 1.0, 2.0, 3.0 and 5.0).	2009 -
3.3 - Apply typography and layout and design rules (Gateway English II Standards 1.0, 2.0, 3.0 and 5.0)	2009 -
Standard 4 - The student will use input technology skills that adhere to ergonomic principles to develop acceptable speed and accuracy levels.	2009 -
4.1 - Manipulate the keyboard to key correct response patterns to increase speed	2009 -
4.2 - Demonstrate increase in straight copy speed and control (Gateway English II Standards 1.0, and 2.0)	2009 -
4.3 - Use skills on a variety of copies--arranged, unarranged, handwritten, and rough draft (English II Gateway Standards 1.11).	2009 -
4.4 - Interpret proofreader symbols and revise edited copy.	2009 -
4.5 - Demonstrate appropriate 10-key touch method on keyboard¿s numeric keypad	2009 -
Standard 5 - The student will research and apply typography, layout, design, and composition concepts and guidelines for document preparation.	2009 -
5.1 - Analyze composition processes.	2009 -
5.2 - Analyze principles of typography.	2009 -
5.3 - Illustrate how to apply typographical commands to text.	2009 -
5.4 - Evaluate the effectiveness of typography in publications.	2009 -
5.5 - Contrast and compare the typography from at least two print sources: composition techniques, different typestyles, different types of justification	2009 -
5.6 - Analyze layout principles.	2009 -
5.7 - Analyze principles of design, including special effects techniques; thumbnail sketches; guides, rulers, scales, menus, pallets; text alignment, elements positioning, rules of page design for printed text; margins, indent, spa	2009 -
5.8 - Illustrate gradations in shapes and blend colors.	2009 -
5.9 - Illustrate methods of importing and exporting text and graphics.	2009 -
Standard 6 - The student will apply input and formatting skills in creating reports and tables in various formats and lengths.	2009 -
6.1 - Demonstrate proper technique for inputting reports and tables	2009 -
6.2 - Key multi-column tables (Gateway English II Standards 1.0, 2.0, 3.0 and 5.0).	2009 -
6.3 - Key and format multi-page reports with reference citations (Gateway English II Standards 1.0, 2.0, 3.0 and 5.0).	2009 -
6.4 - Key and format a multi-page report with headers and footers (Gateway English II Standards 1.0 and 5.0)	2009 -
6.5 - Demonstrate correct techniques in using the tracking mode for edits and revisions	2009 -
Standard 7 - The student will research and apply knowledge of ethical and legal issues within the industry	2009 -
7.1 - Demonstrate work ethics that include integrity, honesty, loyalty, and perseverance that meet industry standards.	2009 -
7.2 - Research benefits and consequences resulting from the practice of business ethics	2009 -
7.3 - Comprehend copyright laws and their applications to text, visual art, design, music, and photography.	2009 -
7.4 - Research legal responsibilities associated with the use of the Internet as required by federal and state government agencies.	2009 -
Standard 8 - The student will apply concise styles, mailable standards and rules for grammar, spelling and punctuation creating business documents and reports that communicate the intended message.	2009 -
8.1 - Apply correct punctuation and capitalization (English II Gateway Standards 1.11).	2009 -
8.2 - Apply correct spelling and grammar skills (English II Gateway Standards 1.11).	2009 -
8.3 - Apply correct number expression. (Gateway English II Standards 1.0)	2009 -
Standard 9 - The student will compose, input, and format career portfolio documents for job interview.	2009 -
9.1 - Prepare a letter of application, resume, job application, and follow-up letter (English II Gateway Standards 1.11).	2009 -
9.2 - Research and analyze proper job interview skills.	2009 -
Standard 10 - The student will perform their culmination project by completing a simulation that consists of business correspondence, reports, tables, etc., of varying degrees of difficulty.	2009 -

	10.1 - Input a simulation (Gateway English II Standards 1.0, 2.0, 3.0 and 5.0).	2009 -
	10.2 - Proofread and edit documents for accuracy, content, correct grammar, spelling, and punctuation (English II Gateway Standards 1.11).	2009 -
	10.3 - Use touch system of keying and word processing software to create, modify, store, retrieve and print documents.	2009 -
	10.4 - Use voice and handwriting recognitions input and word processing software to create, modify, store, retrieve and print documents.	2009 -
Standard 11 - The student will develop and demonstrate human relations, self-management, organizational and professional leadership skills.		2009 -
	11.1 - Demonstrate self-initiative through group projects.	2009 -
	11.2 - Examine the value of leadership skills and confidence through personal reflection.	2009 -
	11.3 - Examine the value of leadership skills.	2009 -
	11.4 - Illustrate image building and public relations techniques.	2009 -
	11.5 - Assess decision-making skills.	2009 -
	11.6 - Demonstrate effective teamwork and critical analysis applying conflict resolution techniques.	2009 -
	11.7 - Demonstrate parliamentary procedure skills through group activities.	2009 -
	11.8 - Analyze the goals and apply the principles of Future Business Leaders of America.	2009 -