KEYBOARDING / KEYBOARDING I
Grade 12

CLASS: KEYBOARDING / KEYBOARDING I
Grade 12

PERFORMANCE ORGANIZER:	A.	Basic Operational Skills

Numbers	INSTRUCTIONAL INDICATORS	TECHNOLOGY CONTENT STANDARDS CORRELATIONS	
	The learner will:		
KI-A-1	Identify various computer parts and their functions	A. Integrate conceptual knowledge of technology systems in determining practical applications for learning and technical problem-solving. 1. Research and create technology systems, resources and services to solve technical problems.	*Standard 3* *Technology for Productivity* *Applications*
*KI-A-2	Perform the touch operation system for the alphabetic keys		
*KI-A-3	Perform the touch operation system for number and special symbol keys		
*KI-A-4	Reach and type response patterns		
KI-A-5	Evaluate basic keyboarding skills		

*Required indicators for one semester course offering.

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PERFORMANCE ORGANIZER:	B.	Basic Keyboarding Applications

Numbers	INSTRUCTIONAL INDICATORS	TECHNOLOGY CONTENT STANDARDS CORRELATIONS
	The learner will:	
*KI-B-1	Center tables horizontally and vertically	
*KI-B-2	Proofread using spell check and make corrections	
KI-B-3	Center announcements vertically and horizontally	

*Required indicators for one semester course offering.

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| PERFORMANCE ORGANIZER: | C. | Personal and/or Business Communications |

Numbers	INSTRUCTIONAL INDICATORS	TECHNOLOGY CONTENT STANDARDS CORRELATIONS
	The learner will:	
*KI-C-1	Key business letters in various letter styles (block, modified)	
KI-C-2	Key correspondence in acceptable styles	
KI-C-3	Key documents from straight, rough draft, and/or script copy	

*Required indicators for one semester course offering.

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PERFORMANCE ORGANIZER:	D.	Manuscripts, Themes, and Outlines

Numbers	INSTRUCTIONAL INDICATORS	TECHNOLOGY CONTENT STANDARDS CORRELATIONS
	The learner will:	
*KI-D-1	Type a manuscript in various acceptable styles	
KI-D-2	Properly place footnotes on the page using current accepted techniques by most colleges	
*KI-D-3	Center and key a title page	
KI-D-4	Prepare and key a table of contents (with leaders)	
KI-D-5	Key a bibliography or reference page	
KI-D-6	Vertically center and arrange an outline in acceptable form	

*Required indicators for one semester course offering.

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PERFORMANCE ORGANIZER: E. Improving Basic Typing Skills

Numbers	INSTRUCTIONAL INDICATORS	TECHNOLOGY CONTENT STANDARDS CORRELATIONS

The learner will:

*KI-E-1   Improve keyboarding techniques and related learning

*KI-E-2   Improve speed

*KI-E-3   Improve skill transfer

*Required indicators for one semester course offering.

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| PERFORMANCE ORGANIZER: | F. | Personal or Business Applications |

Numbers	INSTRUCTIONAL INDICATORS	TECHNOLOGY CONTENT STANDARDS CORRELATIONS
	The learner will:	
KI-F-1	Key various acceptable styles of business and personal letters	
KI-F-2	Use tabulation techniques in preparing a report	

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PERFORMANCE ORGANIZER:	G.	Office Production Skills

Numbers	INSTRUCTIONAL INDICATORS	TECHNOLOGY CONTENT STANDARDS CORRELATIONS
	The learner will:	
KI-G-1	Perform special office applications	
KI-G-2	Key various letters, reports, and tables with accuracy	

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PERFORMANCE ORGANIZER:	H.	Word Processing

Numbers	**INSTRUCTIONAL INDICATORS**	**TECHNOLOGY CONTENT STANDARDS CORRELATIONS**
	The learner will:	
KI-H-1	Format and edit a document	
KI-H-2	Print a document	