

CTE Course Description and Standards Crosswalk

Course Information

Course Name	Keyboarding
Course Number	83020
Number of High School Credits	.5
Sequence or CTEPS (You must first have the Sequence or CTEPS entered into the EED-CTE system.)	Health Informatics, Office Specialist
Date of district Course Revision	February 2014

Career & Technical Student Organization (CTSO)

CTSO embedded in this sequence	BPA
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Occupational Standards

Source of Occupational Standards	National Business Educators Association (NBEA)
Names/Numbers of Occupational Standards	IT-Information Technology; E-Entrepreneurship; CD-Career Development; C-Communications

Registration Information

Course Description (brief paragraph – as shown in your student handbook or course list)	Keyboarding is designed to provide an opportunity to learn touch typing on the computer keyboard. The class also covers the procedures for formatting a variety of documents using a word processing program such as Microsoft Office. Minimum requirements include the student's ability to key at 25 wpm for 3 minutes with 5 or fewer errors.
Instructional Topic Headings (please separate each heading by a semi-colon)	Basic Computer Operation; Appropriate Input and Output; Word Processing and Formatting; Career Exploration; File Management; Keyboarding Technique; Keyboarding Speed and Accuracy; Language Arts Skills Reinforcement; Entrepreneurship; Encourage Career and Technical Student Organization (CTSO) Involvement; Safety

Summative Assessments and Standards

Technical Skills Assessment (TSA)	No
Course addresses:	
New Alaska ELA and Math Standards	Yes
Alaska Cultural Standards	Yes
All Aspects of Industry (AAI)	Yes
Core Technical Standards	Yes
Employability Standards	Yes

Employability Standards

Source of Employability Standards	State of Alaska
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Tech Prep

Current Tech Prep Articulation Agreement? (Y/N)	Yes
Date of Current Agreement	May 2013
Postsecondary Institution Name	UAA Mat-Su College
Postsecondary Course Name	Keyboarding

DISTRICT NAME: Mat-Su Borough School District

Postsecondary Course Number	CIOS A101
# of Postsecondary Credits	3

Source/Organization /Agency	Acronym	Website or Location of Information	Section, Chapters, etc. referenced in Performance Standards	Date of Edition or Version
National Business Education Assn.	NBEA	http://www.nbea.org	Career Development, Entrepreneurship, Information Technology	2013

Additional CTE Course Information

Author	
Course developed by	Sandra Yocom, Revised by Kristopher Wagoner
Course adapted from	Keyboarding
Date of previous course revision	May 2008
Course Delivery Model	
Is the course brokered through another institution or agency? (Y/N)	N

Standards Alignment

Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements)	Specific Occupational Skills Standard	Common Technical Core Standards	New Alaska ENG/LA Standards	New Alaska Math Standards	Alaska Cultural Standards	Employability/ Career Readiness Standards	All Aspects of Industry/ Systems	Assessment
Turn computer on/off.	IT-V	BM5,6	L.9-12.6		B2,4	A2,5	Technical Skills Technology	BPA-Basic Keyboarding
Access/save to appropriate location.	IT-V	BM5,6 IT-PRG1,2,3	L.9-12.6		B2,4	A2,5	Technical Skills Technology	BPA-Word Processing
Create folders.	IT-V	BM5,6 IT-PRG1,2,3	L.9-12.6		B2,4	A2,5	Technical Skills Technology	BPA-Word Processing
Perform basic formatting.	IT-VI	BM5,6 IT-PRG1,2,3	L.9-12.6	N-Q.1	B2,4	A2,5	Technical Skills Technology	BPA-Word Processing
Output using appropriate media.	IT-VIII	BM5,6 IT-PRG1,2,3	L.9-12.6	S-MD.6	B2,4	A2,5	Technical Skills Technology	BPA-Word Processing
Integration of software components.	IT-VII	BM5,6 IT-PRG1,2,3	L.9-12.1a-b L9-12.3.a-c L.9-12.6	S-MD.6	B2,4	A2,5	Technical Skills Technology	BPA-Word Processing

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Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements)	Specific Occupational Skills Standard	Common Technical Core Standards	New Alaska ENG/LA Standards	New Alaska Math Standards	Alaska Cultural Standards	Employability/ Career Readiness Standards	All Aspects of Industry/ Systems	Assessment
Utilize spell check/thesaurus features.	IT-VII	BM5,6 IT-PRG1,2,3	L.9-12.6		B2,4	A2,5	Technical Skills Technology	BPA-Word Processing
Demonstrate proper touch-typing technique.	IT-VI	BM5,6 IT-PRG1,2,3	L.9-12.6		B2,4	A2,5	Technical Skills Technology	BPA-Basic Keyboarding
Increase speed and accuracy.	IT-VI	BM5,6 IT-PRG1,2,3	L.9-12.6	S-MD.6	B2,4	A2,5	Technical Skills Technology	BPA-Basic Keyboarding
Develop proofreading skills and techniques.	IT-VII	BM5,6 IT-PRG1,2,3	RST.9-12.3-4 WHST.9-10.4	S-IC.6	B2,4	A2,5	Technical Skills Technology	BPA-Word Processing
Recognize entrepreneurship opportunities and the role of employer vs. employee.	IT-XVII E-I C-V	BM3,5,6	L.9-12.6 SL.9-12.6	S-MD.6 S-IC.6	B2,4	A2,5	Technical Skills Labor	BPA-Small Business Management Team Work Keys
Encourage CTSO involvement.	IT-XVII E-I	BM3,5,6	L.9-12.6 SL.9-12.6 SL.9-12.1.a-d		B2,3,4 C4 D6 E7,8	A2,5	Technical Skills Technology Planning Labor Work Habits	BPA Competitions
Research career opportunities in the Business/IT career area.	IT-XVII E-I CD-II	BM3,5,6	L.9-12.6 SL.9-12.6 WHST.9-12.6	S-MD.6 S-IC.6	B2,3,4	A1,2,3,4,5,6,7 B1,2,3,4,5	Technical Skills Planning Technology	AKcis Portfolio
Demonstrate safe use of tools and equipment, cyber safety and ergonomic safety in the workplace.	IT-I	BM5,6	L.9-12.6 WHST.9-12.8		B2,4	A1,6	Technical Skills Health/Safety	AK EED Safety Manual Business & Information Systems
Practice and promote ethics and ethical behavior in the workplace.	IT-I	BM2,5,6	WHST.9-12.8	S-MD.6 S-IC.6	B2,3,4	A,1,2,5	Technical Skills	CTSO Participation

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							Work Habits Management	Work Keys

Instructional Resources

List the major instructional resources used for this course: (websites, textbooks, essential equipment, reference materials, supplies)

All Aspects of Industry

- P - Planning
- M - Management
- F - Finance
- TP - Technical and Production
- PT - Principles of Technology
- L - Labor Issues
- C - Community Issues
- HSE - Health, Safety, and Environment
- PWH - Personal Work Habits

Recommended Text:

Century 21 Keyboarding and Information Processing, South-Western Educational Publishing, Robinson, Hoggatt, Shank, Beaumont, Crawford, Erickson.

Business Professionals of America <http://www.bpa.org>
 Alaska Career Information <http://www.akcis.org>