Florida Department of Education
CURRICULUM FRAMEWORK

Program Title: Business Keyboarding
Occupational Area: Business

                        Secondary

Program Numbers	**8200110**
CIP Number	0507.99990R
Grade Level	6-9, 30, 31
Standard Length	.50 credit
Certification	BUS ED @4 1 @2
	TEACH CBE @7
	VOE @7

I.   **MAJOR CONCEPTS/CONTENT:** This course is designed to provide instruction in keyboarding for business applications. These competencies provide the skills necessary to ensure increased productivity and efficient utilization of equipment.

II.   **LABORATORY ACTIVITIES:** Laboratory activities are an essential part of this course. This course has been designed as a hands-on class. It is essential that technology, specifically computers and software, be made available to students in this course.

III. **SPECIAL NOTE:** Activities including field trips and the use of guest presenters from the business community are appropriate for this course.

IV.   **INTENDED OUTCOMES:** After successfully completing this course, the student will be able to:

01.0   Develop keyboarding skills utilizing current technology.
02.0   Apply keyboarding skills utilizing current technology.
03.0   Explore business career opportunities.

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Program Title: Business Keyboarding
Secondary Number: 8200110
Postsecondary Number:

01.0   DEVELOP KEYBOARDING SKILLS UTILIZING CURRENT TECHNOLOGY--The student
        will be able to:

        01.01   Demonstrate proper keyboarding techniques. LA.C.1.1
        01.02   Demonstrate keyboarding skills necessary for increased
                 productivity. LA.C.1.1, LA.C.1.3.1, LA.B.2.3.4

02.0   APPLY KEYBOARDING SKILLS UTILIZING CURRENT TECHNOLOGY--The student will
        be able to:

        02.01   Perform word processing activities. LA.A.2.3.5, LA.C.1.3.1,
                 LA.D.2
        02.02   Key activities relating to cultural diversity.
        02.03   Apply keyboarding skills to interdisciplinary activities.
                 LA.B.2.3.4, LA.B.2.3.4

03.0   EXPLORE BUSINESS CAREER OPPORTUNITIES--The student will be able to:

        03.01   Research business careers.LA.B.1.3
        03.02   Apply problem-solving skills to the research of business
                 careers. LA.A.1.3, LA.A.2.3,