Tech Prep In Business and Office Technology

A consortium of High School, Community College and University Departments

This document contains student competency requirements for the specialized area of:

KEYBOARDING, OT 024

To receive college credit, a student must complete at least 80% of the competencies. The high school instructor should initial each competency area that is completed by the student. By initialing these competencies, the instructor is insuring that the student has completed the required work at a level that should receive college credit.
KEYBOARDING

COMPETENCY AREAS: 

Computer Skills ..............................................................................................................

Keyboarding Skills ....................................................................................................... 

Other Skills ....................................................................................................................

Credit Earned

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Student Name: _______________________________________________________

Student Address: _______________________________________________________

__________________________________________________ ___

Student SS#: _______________________

High School Instructor Signature: __________________________

Date: __________________
KEYBOARDING

Rating Scale for Performance Tasks:

4 - Highly Skilled
   Performs the task independently and with high proficiency
   Score of 90% or above

3 - Skilled
   Performs the task independently with adequate proficiency
   Score of 80% or above

2 - Limited Skills
   Needs improvement in independently and satisfactorily complete tasks
   Score of 70% or above

1 - Exposure
   Received instruction but has not developed skill
   Score of 60% or above

0 - No exposure
KEYBOARDING

UNIT 1: COMPUTER SKILLS

The student will be able to perform the following basic tasks.

1. Access software programs.

2. Save documents on student data diskette.

3. Open documents from student data diskette.

4. Print documents from the student data diskette/computer.

5. Exit software programs.

6. Delete documents from diskettes.

7. Utilize mouse for cursor placement.
UNIT 2: Keyboarding Skills

The student will be able to perform the following basic tasks.

2.1 Touch-key all alphabetic keys with correct fingering.

2.2 Touch-key all numeric keys with correct fingering.

2.3 Touch-key all symbol keys with correct fingering.

2.4 Key at least 25 words per minute on alphabetic one-minute writes with no more than three errors on three different timed writings.
UNIT 3: Other Skills

The student will be able to perform the following basic tasks.

3.1 Correctly space after marks of punctuation.

3.2 Compute typing speed and accuracy on single lines and paragraph timed writings.