

KEYBOARDING APPLICATIONS

Curriculum Content Frameworks

Please note: All assessment questions will be taken from the knowledge portion of these frameworks.

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Curriculum Content Frameworks

KEYBOARDING APPLICATIONS

Grade Levels: 7, 8
Course Code: 399060

Prerequisite: Keyboarding

Course Description: Keyboarding Applications is a one-semester course designed to further develop keyboarding skills. Emphasis is placed on the following: speed and accuracy; proofreading; producing mailable copy from rough draft, handwritten, and statistical documents; and improving production of various types of business communications. Keyboarding Applications provides the skills and knowledge necessary for entry-level employment for business careers.

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Unit 1: Improving Keyboarding Skills

Hours: 10

Terminology: Accuracy, Carpal tunnel syndrome (CTS), Ergonomics, Gross words a minute (GWAM), Posture, Proofreader's marks, Repetitive stress injury (RSI), Rough draft, Technique

CAREER and TECHNICAL SKILLS			ACADEMIC and WORKPLACE SKILLS		
What the Student Should be Able to Do			What the Instruction Should Reinforce		
Knowledge	Application		Skill Group	Skill	Description
1.1 Define terminology	1.1.1 Prepare a list of terms with definitions		Foundation	Writing	Uses words appropriately [1.6.21]
1.2 Identify proper techniques	1.2.1 Use correct fingers; maintain correct posture; correct arm, hand, & finger position; eyes on copy		Foundation	Reading	Applies/Understands technical words that pertain to proper techniques [1.3.6]
				Science	Uses equipment and techniques while practicing [1.4.23]
1.3 Identify methods for improving keystroking speed and control	1.3.1 Demonstrate improved keying technique and speed through timed writings		Foundation	Reading	Applies/Understands technical words that pertain to keystroke speed and control [1.3.6]
			Personal Management	Career Awareness, Development, and Mobility	Analyzes own knowledge, skills, and ability [3.1.2]
1.4 Identify errors on a document, using proofreader's marks	1.4.1 Correct errors on a document		Foundation	Writing	Checks, edits, and revises document for correct information, appropriate emphasis, form, grammar, spelling, and punctuation [1.6.5]

Unit 2: Formatting Letters and Envelopes

Hours: 15

Terminology: Attachment notation, Attention line, Block format, Body, Complimentary close, Copy notation, Enclosure notation, Letter address, Letterhead, Mixed punctuation, Modified block, Name of writer, Open punctuation, Postscript, Reference initials, Return address, Salutation, Second-page heading, Signature line, Subject line, Two-letter state abbreviations, U.S. Postal Service (USPS) style

CAREER and TECHNICAL SKILLS		ACADEMIC and WORKPLACE SKILLS			
What the Student Should be Able to Do		What the Instruction Should Reinforce			
Knowledge	Application	Skill Group	Skill	Description	
2.1 Define terminology	2.1.1 Prepare a list of terms with definitions	Foundation	Writing	Uses words appropriately [1.6.21]	
2.2 Explain letter formatting skills	2.2.1 Key letters in various styles	Personal Management	Responsibility	Comprehends ideas and concepts related to various letter styles [3.4.2]	
	2.2.2 Key letters with special features, such as attention line, enclosure notation, subject line, copy notation, and second-page heading				
	2.2.3 Key letters with enumerations				
	2.2.4 Key two-page letter				
2.3 Explain envelope formatting skills	2.3.1 Prepare envelope for a corresponding letter, using available software	Personal Management	Responsibility	Comprehends ideas and concepts related to envelope formatting [3.4.2]	
	2.3.2 Print envelope for corresponding letter, using available software				

Unit 3: Formatting Memorandums & E-mails

Hours: 5

Terminology: E-mail, Memorandum (memo)

CAREER and TECHNICAL SKILLS			ACADEMIC and WORKPLACE SKILLS		
What the Student Should be Able to Do			What the Instruction Should Reinforce		
Knowledge	Application		Skill Group	Skill	Description
3.1 Define terminology	3.1.1	Prepare a list of terms with definitions	Foundation	Reading	Uses words appropriately [1.6.21]
3.2 Explain memorandum formatting skills	3.2.1	Identify the parts of a memorandum	Personal Management	Responsibility	Comprehends ideas and concepts related to memorandums [3.4.2]
	3.2.2	Key a standard memorandum			
3.3 Explain e-mail formatting skills	3.3.1	Identify the parts of an e-mail	Personal Management	Responsibility	Comprehends ideas and concepts related to e-mail [3.4.2]
	3.3.2	Key a standard e-mail			

Unit 4: Formatting Reports

Hours: 20

Terminology: Bibliography, Ellipsis, Endnotes, Left-bound report, Multipage report, Paragraph heading, Periodical, Reference list, Side heading, Textual citation, Title page, Unbound report, Works cited

CAREER and TECHNICAL SKILLS		ACADEMIC and WORKPLACE SKILLS			
What the Student Should be Able to Do		What the Instruction Should Reinforce			
Knowledge	Application	Skill Group	Skill	Description	
4.1 Define terminology	4.1.1 Prepare a list of terms with definitions	Foundation	Writing	Uses words appropriately [1.6.21]	
4.2 Explain report formatting skills	4.2.1 Key unbound reports	Personal Management	Responsibility	Comprehends ideas and concepts related to reports [3.4.2]	
	4.2.2 Key reports with long quotes				
	4.2.3 Key reports with enumerated items				
	4.2.4 Key reports with side and paragraph headings				
	4.2.5 Key reports with various types of references, including a bibliography, endnotes, and works cited				
	4.2.6 Key multipage reports with second-page headings				
	4.2.7 Key a title page for a report				

Unit 5: Formatting Tables

Hours: 10

Terminology: Alignment, Cell, Column, Column heading, Format, Horizontal centering, Landscape orientation, Main heading, Multicolumn, Orientation, Portrait orientation, Row, Secondary heading, Source notes, Subtitle, Table, Vertical centering

CAREER and TECHNICAL SKILLS		ACADEMIC and WORKPLACE SKILLS			
What the Student Should be Able to Do		What the Instruction Should Reinforce			
Knowledge	Application	Skill Group	Skill	Description	
5.1 Define terminology	5.1.1 Prepare a list of terms with definitions	Foundation	Writing	Uses words appropriately [1.6.21]	
5.2 Explain table formatting	5.2.1 Key a multicolumn table	Personal Management	Responsibility	Comprehends ideas and concepts related to table formatting [3.4.2]	
	5.2.2 Key a multicolumn table with main, secondary, and column headings				
	5.2.3 Key a multicolumn table with main, secondary, and multicolumn headings				
	5.2.4 Key a multicolumn table with source notes				

Unit 6: Formatting Special Forms & Employment Documents

Hours: 15

Terminology: Application, Data sheet, Employee, Employer, Follow-up letter, Interview, Letter of application, References, Résumé

CAREER and TECHNICAL SKILLS			ACADEMIC and WORKPLACE SKILLS		
What the Student Should be Able to Do			What the Instruction Should Reinforce		
Knowledge	Application	Skill Group	Skill	Description	
6.1 Define terminology	6.1.1 Prepare a list of terms with definitions	Foundation	Writing	Uses words appropriately [1.6.21]	
6.2 Explain the elements of a résumé	6.2.1 Key a résumé	Foundation	Speaking	Communicates a thought, idea, or fact in spoken form [1.5.5]	
	6.2.2 Compose a personal résumé	Personal Management	Self-esteem	Develops self-confidence by creating a résumé that promotes personal strengths and abilities [3.5.5]	
6.3 Explain the elements of a letter of application	6.3.1 Key a letter of application	Foundation	Speaking	Communicates a thought, idea, or fact in spoken form [1.5.5]	
	6.3.2 Compose a personal letter of application	Personal Management	Self-esteem	Develops a positive self-image by selling self in a letter of application [3.5.2]	
6.4 Explain an application for employment form	6.4.1 Complete an application for employment	Foundation	Writing	Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6]	
	6.4.2 Practice completion of personal application forms	Personal Management	Responsibility	Evaluates written information for appropriateness/content/clarity [1.6.9] Comprehends ideas and concepts related to employment applications [3.4.2]	
6.5 Explain the elements of a follow-up letter	6.5.1 Key a follow-up letter	Foundation	Reading	Comprehends written information, and applies it to a task [1.3.8]	
	6.5.2 Compose a personal follow-up letter	Personal Management	Responsibility	Comprehends ideas and concepts related to follow-up letters [3.4.2]	

Glossary

Unit 1: Improving Keyboarding Skills

1. Accuracy – degree of freedom from keying errors
2. Carpal tunnel syndrome (CTS) – inflammatory disease that develops gradually and affects the wrist, hands, and forearms
3. Ergonomics – the science of adapting equipment to the work and health needs of people
4. Gross words a minute (GWAM) – the number of standard words keyed in one minute
5. Posture – the position of the body or a body part
6. Proofreader's marks – symbols used to indicate errors to be corrected when re-keying copy
7. Repetitive stress injury (RSI) – result of repeated movement of a particular part of the body
8. Rough draft – corrected copy to be keyed
9. Technique – keyboard operator's form or keying style

Unit 2: Formatting Letters and Envelopes

1. Attachment notation – indicates that another document is attached to a letter
2. Attention line – directs your document to a certain person or department within a company
3. Block format – all parts of a letter (including paragraphs) begin at the left margin
4. Body – the paragraphs that make up the main message
5. Complimentary close – the ending or the farewell of the letter
6. Copy notation – indicates that a duplicate of a letter is being sent to someone other than the addressee
7. Enclosure notation – indicates that another document accompanies a letter
8. Letter address – the location to which correspondence is being sent
9. Letterhead – stationery that has information such as the company name, address, and telephone number printed on it
10. Mixed punctuation – a punctuation style for letters in which there is a colon following the salutation/greeting and a comma following the complimentary close
11. Modified block – every line of this letter format starts flush with the left margin with a blank line between paragraphs; the address and signature blocks are lined up slightly to the right of the middle of the page
12. Name of writer – the author of the document; keyed a QS below the complimentary close
13. Open punctuation – no punctuation following the salutation or the complimentary close
14. Postscript – additional text that may be added after a letter has been completed; can be used to include a personal message in a business letter
15. Reference initials – indicate who keyed the document; keyed a DS below the writer's name, title, or department
16. Return address – the location of the person sending the letter
17. Salutation – the greeting of the letter; keyed a DS below the letter address
18. Second-page heading – information identifying the second page (and all additional pages) of a report; includes the page number, and may include the title and/or date the report was prepared
19. Signature line – the signature of the originator of the message that is signed between the complimentary close and the writer's name
20. Subject line – the topic discussed in the document placed in ALL CAPS a DS below the salutation

21. Two-letter state abbreviations – standard state abbreviations, preferred by the U.S. Postal Service, that consist of two letters in ALL CAPS
22. U.S. Postal Service (USPS) style – the style preferred by the USPS to be used on envelopes for the return address and mailing address

Unit 3: Formatting Memorandums & E-mails

1. E-mail – electronic message or mail sent over the Internet
2. Memorandum (memo) – a written message used by individuals within an organization to communicate with one another

Unit 4: Formatting Reports

1. Bibliography – an alphabetical listing of all books and articles consulted by the author of a report placed in a separate section at the end of the report
2. Ellipsis – a series of periods and spaces (...) to indicate material omitted from a quotation
3. Endnotes – notes placed at the end of an article, chapter, or book that comment on or cite a reference for a designated part of the text
4. Left-bound report – a report bound at the left edge; an extra half inch is allowed in the left margin for binding
5. Multipage report – a report that is more than one page in length
6. Paragraph heading – a heading that is indented to begin with the paragraph
7. Periodical – a publication issued at regular intervals of more than one day
8. Reference list – complete information about material cited in a report that's placed in a separate section at the end of the report
9. Side heading – a heading that begins at the left margin and has a double space before and after it
10. Textual citation – documentation to give credit for published material that is quoted or closely paraphrased (slightly changed)
11. Title page – a page prepared as a cover for a report
12. Unbound report – a short report prepared without a cover or binder
13. Works cited – complete information about material cited in a report that's placed in a separate section at the end of the report

Unit 5: Formatting Tables

1. Alignment – the horizontal positioning of text (such as left, right, or center)
2. Cell – the intersection of a column and a row in a table
3. Column – information arranged vertically
4. Column heading – word(s) that describe or identify the data in that column of a table
5. Format – controlling the appearance or layout of text, spacing, margins, indentations, and alignments
6. Horizontal centering – positioning the table or text an equal distance between the left and right margins of a document
7. Landscape orientation – page orientation in which data prints across the wider portion of the page
8. Main heading – word(s) that identify what is in the table; table title
9. Multicolumn – more than one column
10. Orientation – the placement of text on a page (landscape or portrait)
11. Portrait orientation – page orientation in which data prints across the narrower portion of a page
12. Row – information arranged horizontally
13. Secondary heading – word(s) that further identify what is in the table; subtitle of a table
14. Source notes – give credit to the people from whom you borrowed facts, ideas, and information for your table
15. Subtitle – word(s) that further identify what is in the table; secondary heading
16. Table – a grid of rows and columns that intersect to form cells into which information can be typed
17. Vertical centering – positioning the table or text an equal distance between the top and bottom margins of a document

Unit 6: Formatting Special Forms & Employment Documents

1. Application – a form used for making a request; a form to request an interview
2. Data sheet – a résumé; a summary of the main points of a person's accomplishments, education, and interests
3. Employee – a person employed by another usually for wages or salary and in a position below the executive level
4. Employer – a person or company who provides a job that pays wages or a salary
5. Follow-up letter – a letter written after an interview by the applicant to the interviewer
6. Interview – a formal consultation or meeting, usually to gain information or evaluate qualifications
7. Letter of application – a letter written giving personal information and qualifications to be considered to obtain a particular job
8. References – individuals to whom inquiries concerning character and abilities may be made
9. Résumé – a data sheet; a summary of the main points of a person's accomplishments, education, and interests