
Keyboarding

Texas Essential Knowledge and Skills

120.26. Keyboarding (One-Half to One Credit).

- (a) General requirements. Successful completion of a district-level proficiency test can be accepted as the equivalent for a prerequisite of one-half credit in Keyboarding. This course is recommended for students in Grades 9-10.
- (b) Introduction. Students apply technical skills to address business applications of emerging technologies. Students enhance reading, writing, computing, communications, and reasoning skills and apply them to the business environment.
- (c) Knowledge and skills.
 - (1) The student applies the proper keyboarding technique to input data when using the computer or typewriter keyboard. The student is expected to:
 - (A) demonstrate correct posture and position at the keyboard;
During the first three weeks, technique timings should be given often. In the next three weeks, the students should continue to be graded on technique using the BINGO chart for assessment
 - (B) demonstrate proper care and operation of equipment used;
Test on computer parts and care of computer during first two weeks of class.
 - (C) demonstrate the correct touch-system techniques for operating alphabetic keys;
Through timed writings and graded technique timings
 - (D) demonstrate the correct touch-system techniques for operating numeric and symbol keys;
Through introduction of numeric and symbol keys and timed writing material with these features in it
 - (E) demonstrate the correct touch-system techniques for operating the ten-key numeric pad; and
Using MicroType Pro to teach numeric keypad. Periodic speed and accuracy tests; include grade scale
 - (F) demonstrate the correct use of the command and function keys.
Through completion of word processing and other activities. Give students a list of All Function keys

- (2) The student formats and prints documents, for example, personal and business letters, short reports, outlines, and compositions. The student is expected to:
- (A) demonstrate the ability to work from printed, rough-draft, statistical, handwritten, and unarranged material;
Include activities using all of the above
 - (B) demonstrate the ability to compose at the keyboard;
Give students a picture; have them write a story on the picture
Enumerated list of “how to”
 - (C) demonstrate the ability to proofread;
Constant proofreading exercises through timed writings as well as production
 - (D) identify the parts of a personal and business letter;
Unit on letters
 - (E) format personal and business letters and envelopes;
Unit on letters
 - (F) format all pages of a report, including a title page, a reference page, and bibliography;
Units on reports using MLA style
 - (G) format an outline; and
Use of outline in reports
 - (H) demonstrate mastery of basic grammar, including use of punctuation marks, keying of numbers and symbols, and capitalization when composing.
Grammar review
- (3) The student applies correct techniques for the touch-system of operating the keyboard to develop speed and accuracy. The student is expected to:
- (A) demonstrate improvement in speed and accuracy;
Timed writings throughout course
 - (B) demonstrate ability to proofread;
Timed writings and production
 - (C) demonstrate ability to use the backspace key and correct errors;
 - (D) apply speed and accuracy in production of documents; and
 - (E) demonstrate mastery of basic grammar, including use of punctuation marks and capitalization.

Source: The provisions of this §120.26 adopted to be effective September 1, 1998, 22 TexReg 4985.