

Keyboarding and Keyboarding Applications Competency Profile Crosswalk Document

This document provides instructors and administrators with links between the competencies and the Show-Me Standards for students in Missouri public schools and the *National Standards for Business Education*.

For the *National Standards for Business Education*, a numbering system has been developed, as the originals used bulleted items. A sample numbered item is C.I.A.1.3, which means Communication, Roman numeral I, Section A, Level 1, the third bulleted item.

The following suggested competencies, developed by an advisory committee, are intended to provide a basis for your course curriculum. This list is neither inclusive nor required in its entirety. You may select competencies from this list, combine those with competencies from other lists, and develop competencies of your own to define the outcomes you expect your students to achieve. The Show-Me Standards identified provide guides. If the activities you choose can be better aligned with other Standards, align the competencies/objectives to those Standards instead of those shown.

Competencies	Show-Me Standards	<i>National Standards for Business Education*</i>
A. Demonstrate Basic Computer Knowledge and Ethics		
1. Demonstrate the use of equipment components (e.g., input, processing, and output devices)	1.8, CA1	IT.II.1-2.1
2. Demonstrate the use of the operating system (e.g., login, opening software applications, and shut down)	1.5, CA5	IT.III.1.1
3. Demonstrate file management (e.g., formatting, copying, folder organization, and disk management)	1.5, CA5	IT.III.1.2
B. Use Proper Keyboarding Techniques		
1. Demonstrate correct keyboarding posture	4.7, HPE5	IT.XV.1-2.3
2. Demonstrate appropriate hand and arm position	4.7, HPE5	IT.XV.1-2.3
3. Apply ergonomic standards to keyboarding	4.7, HPE5	IT.XV.1-2.3
4. Apply touch alphabetic keyboarding skills	2.1, CA1	IT.VI.1.1
5. Apply touch numeric/symbolic keyboarding skills	2.1, CA1	IT.VI.1.1
6. Apply touch numeric keypad skills	2.1, CA1	IT.VI.1.2
C. Demonstrate Keyboarding Skill		
1. Key at a predetermined level of accuracy	1.10, CA1	IT.VI.2-4.1
2. Key at a predetermined level of speed	1.10, CA1	IT.VI.2-4.1
D. Apply Formatting Skills		
1. Demonstrate vertical/horizontal alignment	2.1, CA5	IT.V.3.3
2. Demonstrate justification options	2.1, CA5	IT.V.3.3
3. Change line spacing	2.1, CA5	IT.V.3.3
4. Create various types of tab settings	2.1, MA1	IT.V.3.3
5. Change margins	2.1, MA1	IT.V.3.3
6. Apply font changes (e.g., size, style, and enhancements)	2.1, CA5	IT.V.3.3
7. Demonstrate multi-column layout	2.1, CA5	IT.V.3.3

8. Insert graphics into documents	2.1, CA5	IT.V.1.2
9. Use correct spacing for punctuation	2.2, CA1	C.I.C.2.2
10. Use correct spacing for symbols	2.2, CA1	C.I.C.2.2
E. Demonstrate Communication Skills		
1. Use appropriate keyboarding terminology	1.7, CA1	IT.VI.1.3
2. Use proofreader's marks	2.2, CA1	C.I.C.3.4
3. Proofread copy	2.2, CA3	C.I.C.2.6
4. Revise copy	2.2, CA3	C.I.C.3.5
5. Use correct grammar	2.2, CA1	C.I.C.2.2
6. Apply punctuation rules	2.2, CA1	C.I.C.2.2
7. Apply capitalization rules	2.2, CA1	C.I.C.2.2
8. Apply number expression rules	2.2, CA1	C.I.C.2.2
9. Compose complete sentences and paragraphs	2.1, CA4	C.I.C.1.2
10. Compose a document	2.5, CA4	C.I.C.3.14
11. Compose an e-mail message	2.5, CA4	C.III.1.3
12. Apply software communication features (e.g., thesaurus, spelling, and grammar check)	1.4, CA1	IT.V.3.1
F. Produce Business Documents		
<i>Basic</i>		
1. Produce mailable letters (e.g., personal and business)	2.5, CA4	C.I.C.3.14
2. Produce mailable letters using various styles	2.5, CA4	C.I.C.3.14
3. Produce memoranda using various styles	2.5, CA4	C.I.C.3.14
4. Address envelopes	2.1, CA1	C.I.C.3.14
5. Produce reports in accepted styles	2.5, CA4	C.I.C.3.14
6. Produce a title page	2.1, CA4	C.I.C.3.14
7. Produce a reference page	2.1, CA4	C.I.C.3.14
8. Format a table	1.8, CA5	C.I.C.3.14
9. Format a table using headings (e.g., main, secondary, and columnar)	1.8, CA5	IT.V.3.3
10. Format a table with special features (e.g., dot leaders, decimals, source notes, and totals)	1.8, CA5	IT.V.3.3
<i>Advanced</i>		
11. Produce a mailable multi-page letter	1.8, CA4	IT.V.3.3
12. Produce a letter using mail merge	1.8, CA4	IT.V.3.3
13. Prepare mailing labels	1.8, CA4	IT.V.3.3
14. Produce an outline	1.8, CA4	IT.V.3.3
15. Produce a table of contents	1.8, CA4	IT.V.3.3
16. Prepare a purchase order	1.8, CA4	IT.V.3.2
17. Prepare an invoice	1.8, CA4	IT.V.3.2
18. Prepare an agenda	1.8, CA4	IT.VI.2-4.2
19. Prepare minutes	1.8, CA4	IT.VI.2-4.2
20. Prepare an itinerary	1.8, CA4	IT.VI.2-4.2
21. Prepare a news release	1.8, CA4	IT.VI.2-4.2
22. Prepare a resume	2.6, CA4	C.IV.2.1
23. Prepare a letter of application	2.6, CA4	C.IV.2.1

24. Complete an application form	2.6, CA1	C.IV.3.11
G. Demonstrate Employability skills		
1. Follow instructions	1.10, CA5	C.I.B.1.8, C.I.D.1.1
2. Maintain a well-organized workstation	1.10, HPE2	C.V.C.3.1
3. Adhere to schedules and deadlines	1.10, HPE2	CD.III.A.4.2

**National Standards for business Education (Key)*

A - Accounting

BL - Business Law

CD - Career Development

CO - Computation

E - Economics

PF - Personal Finance

EN - Entrepreneurship

IT - Information Technology

IB - International Business

M - Management

MKT - Marketing