

Business Keyboarding: Grades 6-8

Develop and apply keyboarding skills utilizing current technology. 01.0

1 Develop and apply keyboarding skills utilizing current technology. 01.0

Develop and apply word processing skills utilizing current technology. 02.0

2 Develop and apply word processing skills utilizing current technology. 02.0

Develop and apply electronic presentation skills utilizing current technology. 03.0

3 Develop and apply electronic presentation skills utilizing current technology. 03.0

Identify and understand computer hardware. 04.0

4 Identify and understand computer hardware. 04.0

Perform activities using the worldwide web. 05.0

5 Perform activities using the worldwide web. 05.0

Develop and utilize business-related soft skills. 06.0

6 Develop and utilize business-related soft skills. 06.0

Describe how information technology is used in the Business, Management and Administration career cluster. 07.0

7 Describe how information technology is used in the Business, Management and Administration career cluster. 07.0

Use information technology tools. 08.0

8 Use information technology tools. 08.0

Identify components of network systems. 09.0

9 Identify components of network systems. 09.0

Describe and use communication features of information technology. 10.0

10 Describe and use communication features of information technology. 10.0