Virginia CTE

Keyboarding Middle (2024)

Demonstrating Personal Qualities and Abilities	1	Required Demonstrate creativity and innovation. 1
	2	Required Demonstrate critical thinking and problem solving. 2
	3	Required Demonstrate initiative and self-direction. 3
	4	Required Demonstrate integrity. 4
	5	Required Demonstrate work ethic. 5
Demonstrating Interpersonal Skills	6	Required Demonstrate conflict-resolution skills. 6
	7	Required Demonstrate listening and speaking skills. 7
	8	Required Demonstrate respect for diversity. 8
	9	Required Demonstrate customer service skills. 9
	10	Required Collaborate with team members. 10
Demonstrating Professional Competencies	11	Required Demonstrate big-picture thinking. 11
	12	Required Demonstrate career- and life-management skills. 12
	13	Required Demonstrate continuous learning and adaptability. 13
	14	Required Manage time and resources. 14
	15	Required Demonstrate information-literacy skills. 15
	16	Required Demonstrate an understanding of information security. 16
	17	Required Maintain working knowledge of current information-technology (IT) systems. 17
	18	Required Demonstrate proficiency with technologies, tools, and machines common to a specific occupation. 18
	19	Required Apply mathematical skills to job-specific tasks. 19
		Required Demonstrate professionalism. 20

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	21 Required Demonstrate reading and writing skills. 21
	22 Required Demonstrate workplace safety. 22
Addressing Elements of Student Life	23 Required Identify the purposes and goals of the student organization. 23
	24 Required Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult. 24
	25 Required Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects. 25
	26 Required Identify Internet safety issues and procedures for complying with acceptable use standards. 26
Exploring Work-Based Learning	27 Required Identify the types of work-based learning (WBL) opportunities. 27
	28 Optional Reflect on lessons learned during the WBL experience. 28
	29 Required Explore career opportunities related to the WBL experience. 29
	30 Optional Participate in a WBL experience, when appropriate. 30
Understanding Computer Basics	31 Required Identify computer system components. 31
	32 Required Describe ergonomic and repetitive strain injury (RSI) guidelines related to safe computer use. 32
	33 Required Maintain workstation, equipment, materials, and supplies. 33
	34 Required Launch and exit software programs following correct procedures. 34
	35 Required Input data and commands using peripherals (e.g., keyboard, mouse, scanner, audio/video input, and voice recognition). 35
	36 Required Manipulate data, software, and operating system using ribbons, launchers, icons, drop-down menus, and mouse. 36
	37 Required Apply file management techniques, such as copy, move, store, name , rename, open, save, delete, and create/manipulate folders. 37
Developing Keyboarding Skills	38 Required Key alphabetic, numeric, and symbolic information using a touch system and correct techniques. 38
	39 Required Improve keyboarding techniques. 39
	Required Increase keyboarding speed and/or accuracy. 40

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41 **Required Proofread copy.** 41

42 **Required Compose business documents.** 42

43 **Required Key and format business documents.** 43

44 **Required Edit copy.** 44

45 **Optional Create addresses on labels and envelopes.** 45

46 **Required Produce documents incorporating simple graphic elements, such as tables and graphs.** 46

47 **Required Obtain assistance for preparing documents from electronic and hard-copy references and documentation.** 47

Investigating Careers

48 **Required Correlate keyboarding skills with the appropriate career pathways.** 48

49 **Optional Develop a resume.** 49

50 **Required Complete an online or written job application form.** 50

51 **Optional Create an electronic and/or hard-copy portfolio containing representative samples of student work.** 51