



Keyboarding Fundamentals

Primary Career Cluster:	Business Management & Administration
Course Contact:	CTE.Standards@tn.gov
Course Code(s):	G25X46
Prerequisite(s):	None
Credit:	½ - 1
Grade Level:	5-8
Focused Elective Graduation Requirements:	This course does not satisfy credit attainment for concentrator status, because it is not part of an approved program of study.
Programs of Study and Sequence	This course serves as a middle school primer for all programs of study in the Business Management & Administration, Finance, and Marketing, Distribution and Logistics career clusters.
Aligned Student Organization(s):	FBLA: http://www.fblatn.org
Promoted Tennessee Student Industry Credentials:	Credentials are aligned with postsecondary and employment opportunities and with the competencies and skills that students acquire through their selected program of study. For a listing of promoted student industry credentials, visit https://www.tn.gov/education/educators/career-and-technical-education/student-industry-certification.html .
Teacher Endorsement(s):	031, 032, 037, 041, 055, 057, 121, 123, 124, 203, 204, 311, 432, 434, 435, 436, 474, 475, 476,
Required Teacher Certifications/Training:	None
Teacher Resources:	https://www.tn.gov/education/educators/career-and-technical-education/career-clusters/cte-cluster-business-management-administration.html Best for All Central: https://bestforall.tnedu.gov/

Course at a Glance

CTE courses provide students with an opportunity to develop specific academic, technical, and 21st century skills necessary to be successful in career and in life. In pursuit of ensuring every student in Tennessee achieves this level of success, we begin with rigorous course standards which feed into intentionally designed programs of study.

Students engage in industry relevant content through general education integration and experiences such as career and technical student organizations (CTSO) and work-based learning (WBL). Through these experiences, students are immersed with industry standard content and technology, solve industry-based problems, meaningfully interact with industry professionals and use/produce industry specific, informational texts.

Using a Career and Technical Student Organization (CTSO) in Your Classroom

CTSOs are a great resource to put classroom learning into real-life experiences for your students through classroom, regional, state, and national competitions, and leadership opportunities. Below are CTSO connections for this course, note this is not an exhaustive list.

- Participate in CTSO Fall Leadership Conference, FBLA Fall Leadership Camps, FBLA Regional and State Leadership Conferences to engage with peers by demonstrating logical thought processes, and developing industry specific skills that involve teamwork and project management.
- Participate in FBLA Middle School career competitive events that highlight career development, including developing business ethics, business etiquette, and career exploration.
- Participate in FBLA Middle School competitive events such as Career Research, Critical Thinking, Digital Citizenship, Exploring Technology, and Multimedia and Website.

For more ideas and information, visit Tennessee FLBA at <https://www.fblatn.org/>.

Using Work-Based Learning (WBL) in Your Classroom

Sustained and coordinated activities that relate to the course content are the key to successful work-based learning. Possible activities for this course include the following. This is not an exhaustive list.

Standards 6.1–6.2 | Students deliver presentations on topics related to digital citizenship and technical literacy to a guest panel of business and industry professionals for discussion and feedback.

Course Description

Keyboarding Fundamentals is a course designed to introduce middle school students to the fundamental techniques and strategies necessary for efficient and accurate keyboarding. In this course, students will develop essential typing skills, focusing on touch typing and proper keyboarding ergonomics. By the end of this course, students will have developed the foundational skills necessary to navigate the keyboard with confidence and efficiency. They will be able to type with increased speed and accuracy, improving their overall productivity and preparing them for success in future academic and professional endeavors that require effective keyboarding skills.

Course Standards

1. Keyboarding Technique

- 1.1 Technique: Demonstrate proper typing technique, including **correct** hand and finger placement, maintaining an appropriate **posture**, and using all fingers for typing. Emphasize the importance of using the **home row** as a base and minimizing reliance on looking at the keyboard while typing.

2. Speed and Accuracy

- 2.1 Typing Speed: Achieve a **minimum typing speed** of words per minute (WPM) by the end of the course that is an increase from a beginning of course assessment.
- 2.2 Accuracy: **Increase accuracy**, striving for a minimum accuracy rate of 90 percent by the end of the course. Accuracy refers to the number of correct keystrokes in relation to the total number of keystrokes made.

3. Keyboarding Skills

- 3.1 Keyboard Familiarity: Demonstrate proficiency in using **all the keys** on the keyboard, including **letters, numbers, symbols, and function keys**. Encourage memorization of the key locations and develop muscle memory for efficient typing.
- 3.2 Keyboard Shortcuts: Use **keyboard shortcuts** (e.g., copy, paste, undo) to enhance productivity.

4. Document Formatting

- 4.1 Formatting Skills: Introduce students to **basic formatting skills**, such as using **tabs, margins, line spacing, and alignment**. **Format documents** properly for different purposes, such as essays, reports, and presentations.

5. Proofreading

- 5.1 Proofreading: Develop the habit of **proofreading typed work** for errors in **spelling, grammar, and punctuation** before finalizing documents.

6. Digital Citizenship and Online Safety

6.1 Online Behavior: Demonstrate **responsible** online behavior and the **importance** of **protecting personal information**. Discuss **cybersecurity** practices, such as creating **strong passwords** and recognizing potential online threats.

6.2 Online Safety: Understand the potential **risks** of online communication and how to **maintain privacy and safety** while using digital tools.

7. Time Management and Efficiency

7.1 Time Management: Practice effective **time management strategies** while completing typing assignments and projects.

7.2 Prioritization: Prioritize **tasks, set goals**, and use technology **tools** to **enhance productivity**.

8. Ergonomics and Health

8.1 Ergonomics: **Understand and practice** good **ergonomics** while typing, such as positioning the keyboard at the **correct height**, maintaining a **neutral wrist position**, and taking regular breaks to prevent strain or discomfort.

Standards Alignment Notes

*References to other standards include:

- P21: Partnership for 21st Century Skills [Framework for 21st Century Learning](#)
 - Note: While not all standards are specifically aligned, teachers will find the framework helpful for setting expectations for student behavior in their classroom and practicing specific career readiness skills.