

VoCATS Course Blueprint

Business and Information Technology Education

6511 Keyboarding

*Public Schools of North Carolina
State Board of Education • Department of Public Instruction
Office of Curriculum and School Reform
Secondary Education Division*

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*This blueprint has been reviewed by business
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VoCATS Course Blueprint

A course blueprint is a document laying out the framework of the curriculum for a given course.

Shown on the blueprint are the units of instruction, the core competencies in each unit, and the specific objectives for each competency. The blueprint illustrates the recommended sequence of units and competencies and the cognitive and performance weight of the objective within the course.

The blueprint should be used by teachers to plan the course of work for the year, prepare daily lesson plans, construct instructionally valid interim assessments. Statewide assessments are aligned directly with the course blueprint.

For additional information about this blueprint, contact program area staff. For additional information about VoCATS, contact program area staff or VoCATS, Career-Technical Education, Secondary Education Division, North Carolina Department of Public Instruction, 6359 Mail Service Center, Raleigh, North Carolina 27699-6359, VoCATS@dpi.state.nc.us.

Interpretation of Columns on VoCATS Course Blueprints

No.	Heading	Column information
1	Comp# Obj.#	Comp=Competency number (two digits); Obj.=Objective number (unique course identifier plus competency number and two-digit objective number).
2	Unit Titles/Competency and Objective Statements	Statements of unit titles, competencies per unit, and specific objectives per competency. Each competency statement or specific objective begins with an action verb and makes a complete sentence when combined with the stem "The learner will be able to. . ." (The stem appears once in Column 2.) Outcome behavior in each competency/objective statement is denoted by the verb plus its object.
3	Time Hrs	Space for teachers to calculate time to be spent on each objective based on the course blueprint, their individual school schedule, and analysis of students' previous knowledge on the topic.
4&5	<u>Course Weight</u> Cognitive Performance	Shows the relative importance of each objective, competency, and unit. Weight is broken down into two components: cognitive and performance. Add the cognitive and performance weights shown for an objective in columns 4 and 5 to determine its total course weight. Course weight is used to help determine the percentage of total class time that is spent on each objective. The breakdown in columns 4 and 5 indicates the relative amount of class time that should be devoted to cognitive and performance activities as part of the instruction and assessment of each objective. Objectives with performance weight should include performance activities as part of instruction and/or assessment.
6	Type Behavior	Classification of outcome behavior in competency and objective statements. (C=Cognitive; P=Performance)
7	Integrated Skill Area	Shows links to other academic areas. Integrated skills codes: A=Arts; E=English Language Arts; CD=Career Development; CS=Information/Computer Skills; H=Healthful Living; M=Math; SC=Science; SS=Social Studies.
8	Core Supp	Designation of the competencies and objectives as Core or Supplemental. Competencies and objectives designated "Core" must be included in the Annual Planning Calendar and are assessed on the statewide assessments..

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BUSINESS AND INFORMATION TECHNOLOGY EDUCATION
COURSE BLUEPRINT for 6511 KEYBOARDING
 (Recommended hours of instruction: 67-90)

Comp # Obj #	Unit Titles/Competency and Objective Statements (The Learner will be able to:)	Course Weight		Type Behavior	Integrated Skill Area	Core Supp
		Cognitive 3	Performance 4			
1	2	3	4	5a	6	7
		100%				
	Total Course Weight	28%	72%			
A	KEYBOARDING SKILLS	7%	46%			
MK01.00	Apply the touch method in operating the keyboard and numeric keypad.	2%	46%	C3P	CS/H/M	
<i>MK01.01</i>	<i>Implement proper keyboarding technique.</i>	1%	1%	<i>C3P</i>	<i>CS/H</i>	<i>CORE</i>
<i>MK01.02</i>	<i>Execute the touch method in operating the alphabetic keys.</i>		36%	<i>C3P</i>	<i>CS</i>	<i>CORE</i>
<i>MK01.03</i>	<i>Execute the touch method in operating the number/symbol keys.</i>		8%	<i>C3P</i>	<i>CS</i>	<i>CORE</i>
<i>MK01.04</i>	<i>Execute the touch method in operating the numeric keypad.</i>	1%	1%	<i>C3P</i>	<i>CS/M</i>	<i>CORE</i>
MK02.00	Understand computer fundamentals	5%		C2		
<i>MK02.01</i>	<i>Classify computer components.</i>	3%		<i>C2</i>	<i>CS</i>	<i>CORE</i>
<i>MK02.02</i>	<i>Explain care of the computer environment.</i>	2%		<i>C2</i>	<i>CS/H</i>	<i>CORE</i>
B	WORD PROCESSING	21%	26%			
MK03.00	Apply proofreading skills in keyed documents.	6%	1%	C3P	E	
<i>MK03.01</i>	<i>Interpret proofreaders' marks.</i>	4%		<i>C2</i>	<i>E</i>	<i>CORE</i>
<i>MK03.02</i>	<i>Apply correct language skills in keyed documents.</i>	2%	1%	<i>C3P</i>	<i>E</i>	<i>CORE</i>
MK04.00	Apply formatting features in document processing.	15%	25%	C3P	CD/CS/E	
<i>MK04.01</i>	<i>Apply formatting and editing features and function keys appropriately.</i>	3%	3%	<i>C3P</i>	<i>CD/CS/E</i>	<i>CORE</i>
<i>MK04.02</i>	<i>Apply paragraph formats effectively.</i>	2%	2%	<i>C3P</i>	<i>CS/E</i>	<i>CORE</i>
<i>MK04.03</i>	<i>Apply correct memo and letter formats.</i>	3%	10%	<i>C3P</i>	<i>CS/E</i>	<i>CORE</i>
<i>MK04.04</i>	<i>Apply correct table format.</i>	2%	3%	<i>C3P</i>	<i>CS/E</i>	<i>CORE</i>
<i>MK04.05</i>	<i>Apply correct report formats.</i>	5%	7%	<i>C3P</i>	<i>CS/E</i>	<i>CORE</i>