

KEYBOARDING

INSTRUCTIONAL GOALS

INSTRUCTIONAL GOALS	3 rd	4 th	5 th	6 th
Home Row	D	M	R	R
Return	D	M	R	R
Space Bar	D	M	R	R
Shift		D	M	R
Row Above Home Row		D	M	R
Row Below Home Row		D	M	R
Tab			D	M
Caps Lock			D	M
Delete Key			D	M
Top Row, Numbers				D
20 - 25 wpm (5 spaces equals 1 word)	M			
25 - 30 wpm		M		
30 - 35 wpm			M	
30 - 40 wpm				M

D = Develop M = Master R = Reinforce

3rd GRADE

1. TLW identify the components and functions of grade level appropriate keys on the keyboard.
2. TLW learn and use appropriate functions of the keyboard.
3. TLW demonstrate proper keyboarding technique.
4. TLW demonstrate proper keyboarding posture.
5. TLW demonstrate a basic level of keyboarding speed and accuracy.
 - a. 20 - 25 wpm (5 spaces equals 1 word)
6. TLW demonstrate proper care of equipment.
7. TLW correctly touch type (not looking at keys) the “home row” keys, the space bar, and the return key.

4th GRADE

1. TLW identify the components and functions of grade level appropriate keys on the keyboard.
2. TLW learn and use appropriate functions of the keyboard.
3. TLW demonstrate proper keyboarding technique.
4. TLW demonstrate proper keyboarding posture.
5. TLW demonstrate a basic level of keyboarding speed and accuracy.
 - a. 25 - 30 wpm (5 spaces equals 1 word)
6. TLW demonstrate proper care of equipment.
7. TLW correctly touch type the 3rd grade learned keys and keystrokes with at least 90% accuracy.
8. TLW correctly touch type the rows immediately above and below home row.

5th GRADE

1. TLW identify the components and functions of grade level appropriate keys on the keyboard.
2. TLW learn and use appropriate functions of the keyboard.
3. TLW demonstrate proper keyboarding technique.
4. TLW demonstrate proper keyboarding posture.
5. TLW demonstrate a basic level of keyboarding speed and accuracy.
 - a. 30 - 35 wpm (5 spaces equals 1 word)
6. TLW demonstrate proper care of equipment.
7. TLW correctly touch type all 3rd grade and 4th grade keys with at least 90% accuracy.

8. TLW correctly touch type the Tab, Caps Lock, and Delete keys.
9. TLW demonstrate proofreading and editing skills.
10. TLW format and produce personal and business documents.

6th GRADE

1. TLW identify the components and functions of grade level appropriate keys on the keyboard.
2. TLW learn and use appropriate functions of the keyboard.
3. TLW demonstrate proper keyboarding technique.
4. TLW demonstrate proper keyboarding posture.
5. TLW demonstrate a basic level of keyboarding speed and accuracy.
 - a. 30 - 40 wpm (5 spaces equals 1 word)
6. TLW demonstrate proper care of equipment.
7. TLW correctly touch type all 3rd grade, 4th grade, and 5th grade keys with at least 90% accuracy.
8. TLW will correctly touch type using the row of numbers at the top of the keyboard.
9. TLW demonstrate proofreading and editing skills.
10. TLW format and produce personal and business documents.