

**UTAH EDUCATIONAL TECHNOLOGY CORE CURRICULUM
CORE STANDARDS, OBJECTIVES, & INDICATORS
Grades 3-5**

Educational Technology Core Introduction

"It is recommended that in addition to the standards and performance indicators, keyboarding first be taught as a concentrated unit in third grade and reviewed in each succeeding grade to allow students to achieve a high degree of proficiency. Students will be assessed during the spring of their 5th grade year. The assessment will include a keyboarding skill test, a technology literacy self-assessment, and the inclusion of at least two pieces of student work in an electronic portfolio."

GRADE 3 KEYBOARDING

STANDARD 03-1

The student will demonstrate correct keyboarding techniques.

OBJECTIVE 03-0101

The student will demonstrate correct keyboarding techniques.

INDICATORS

1. Sit up straight.
2. Center body to the "h" key with elbows at sides.
3. Place feet for balance.
4. Curve fingers over the home keys.
5. Keep wrists off the keyboard.
6. Keep eyes on printed copy.
7. Key by touch.

OBJECTIVE 03-0102

The student will know the purpose of correct keyboarding techniques.

INDICATORS

1. Describe limitations of poor techniques.
2. List advantages of good techniques.

STANDARD 03-2

The student will use correct fingering while keying the introduced keys.

OBJECTIVE 03-0201

Demonstrate the correct key reaches for all alphabet letters.

INDICATOR

1. Use correct keystroke techniques for the letter keys.

OBJECTIVE 03-0202

Demonstrate correct fingering for and correct usage of the space bar, enter key, shift keys, backspace/delete key, and tab key.

INDICATORS

1. Tap the SPACE BAR with the right thumb.
2. Hit the ENTER/RETURN key with the right little finger.
3. Use the LEFT SHIFT key when capitalizing right hand letters.
4. Use the RIGHT SHIFT key when capitalizing left hand letters.
5. Strike the BACKSPACE/DELETE key with the right little finger.
6. Tap the TAB key with the left little finger.

OBJECTIVE 03-0203

Demonstrate correct fingering for and correct usage of the period, comma, and the question mark.

INDICATORS

1. Strike the PERIOD with the right ring finger.
2. Strike the COMMA with the right middle finger.
3. Key a QUESTION MARK by holding down the left shift key with the left little finger and striking the question mark with the right little finger.
4. Demonstrate spacing rules when keying a period.
5. Demonstrate correct spacing when keying a comma.
6. Demonstrate correct spacing when keying a question mark.

STANDARD 03-3

The students will key accurately from dictation and printed copy.

OBJECTIVE 03-0301

The student will key letters, short words, and phrases from dictation.

OBJECTIVE 03-0302

The student will key drills from printed text.

STANDARD 03-4

The student will demonstrate correct keyboarding techniques with minimum speed and accuracy on 30-second timed writings.

OBJECTIVE 03-0401

The students will achieve minimum keyboarding competency on 30-second timed writings.

INDICATORS

1. Key at a minimum of 15 words per minute (WPM) on at least three 30-second timings.
2. Key at 3 or fewer errors on 30-second timings.
3. Key without using the backspace/delete key on timings.

TECHNIQUE RATING LEVELS

Mastery Level - The student knows the keys and keys by touch.

Near Mastery Level - With more practice, the student will key by touch.

Partial Mastery Level - The student looks at the keys most of the time.

Minimal Mastery Level - The student is dependent on looking at the keys.

CORRECT TECHNIQUE CRITERIA

- Feet positioned for balance.
- Center body to the "h" key with elbows at sides.
- Sit up straight.
- Curve fingers over the home keys.
- Keep wrists off the keyboard.
- Keep eyes on printed copy.
- Key by touch.
- Key with a smooth rhythm.