

**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 6 KEYBOARDING**

**STANDARD 6-1**

The student will demonstrate correct keyboarding techniques while increasing speed and maintaining accuracy.

**OBJECTIVE 06-0101**

The student will achieve minimum keyboarding competency on one- or two-minute timed writings.

**INDICATORS**

1. Key at a minimum speed of 27 words per minute (WPM) on at least 3 one- or two-minute timings.
2. Key at 2 or fewer errors per minute.
3. Key without using the backspace/delete key on timings.

**STANDARD 6-2**

The student will use the computer 10-key pad.

**OBJECTIVE 06-0201**

On the 10-key pad, the student will demonstrate correct techniques in keying the numbers, decimal, enter, and arithmetic keys.

**INDICATORS**











1. Demonstrate correct fingering for each number on the key pad.
2. Demonstrate correct fingering for decimal and enter keys.
3. Demonstrate correct fingering the arithmetic keys.

**STANDARD 6-3**

The student will be able to identify and use proofreader's marks.

**OBJECTIVE 06-0301**

The student will be able to identify and use the following common proofreader's marks:

Transpose	
Insert	
Lowercase	
Capitalize	
Paragraph	
Add a Space	
Move Left	
Move Right	
Delete	
Insert a Period	

#### OBJECTIVE 06-0402

The student will be able to use common proofreader's marks.

#### INDICATORS

1. Key from copy that has been corrected using common proofreader's marks
2. Use common proofreader's marks to correct keyed copy

#### 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.