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

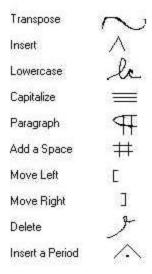
- 1. Demonstrate correct fingering for each number on the key paid.
- 2. Demonstrate correct fingering for decimal and enter keys.
- 3. Demonstrate correct fingering the arithmetic keys.

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:



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.