

**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.