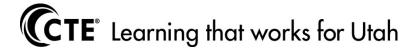# STRANDS AND STANDARDS
KEYBOARDING 1

Course Description

In the beginning semester keyboarding course, the student will master touch operation on a computer keyboard. Correct fingering by touch and good techniques will receive primary emphasis; speed and accuracy will be given secondary emphasis. The fourth row numbers and symbols and 10-key pad will also be taught. The student will use basic word processing functions on a variety of document types.

Intended Grade Level	7-9
Units of Credit	0.50
Core Code	32.02.00.00.300
Concurrent Enrollment Core Code	N/A
Prerequisite	None
Skill Certification Test Number	N/A
Test Weight	N/A
License Type	Career and Technical Education
	Career and Technical Education (APP Only)
	Elementary Education (1-8)
	Middle Education (5-9)
	Secondary Education (6-12)
Required Endorsement(s)	Business Marketing (CTE/General)
	Business & Marketing 6-8
	Secondary Keyboarding

 Learning that works for Utah

STRAND 1

The student will demonstrate correct touch keyboarding techniques.

Standard 1

Students will demonstrate eyes on copy, correct fingering, good techniques, and appropriate posture while operating the keyboard.

- Feet placed appropriately 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.

STRAND 2

Students will develop touch keystroking speed and accuracy.

Standard 1

Students develop and improve keystroking speed and accuracy.

- Complete a program of customized drills, exercises, and timings to reinforce touch operation of the keyboard and to increase speed and accuracy.
- End of first nine weeks: Using 95% high frequency words (hfw) straight-copy material and 2 minute timed writings, key by touch at 25 wpm with 6 or fewer errors.
- End of semester: Using 90% high frequency words (hfw) straight-copy material and 2-minute timed writings, key by touch at 35 wpm with 4 or fewer errors.

Standard 2

Students will demonstrate skill in using numbers, symbols and punctuation marks.

- Key numbers by touch using the 10-key pad.
- Use the fourth row to key numbers and symbols using correct fingering.
- Use appropriate spacing rules for numbers, symbols and punctuation.

STRAND 3

Students will demonstrate a working knowledge of basic word processing functions and proofreading.

Standard 1

Students will apply basic word processing functions using a variety of documents.

- Utilize basic functions: open, close, save, save as and print.
- Utilize basic editing and formatting functions: copy, move, paste, font, line spacing, alignment, margins and word wrap.
- Utilize outlines, bullets, and numbering functions.

Standard 2

Students will be able to proofread and make corrections using word processing software.

- Edit documents using proofreader's marks.
- Make spelling and punctuation corrections on a variety of documents.

STRAND 4

Students will develop skill composing at the keyboard.

Standard 1

Students will demonstrate composition skills at the keyboard.

- Key composition exercises from teacher prompt.
- Compose sentences, short paragraphs, and stories.