

Campbell County School District

KEYBOARDING STANDARDS

Kindergarten

The student will demonstrate how to use the keyboard to type letters and numbers.

First Grade

The student will demonstrate basic keyboarding skills. The student will know:

- a) the location of space bar, shift key, delete key, return/enter keys, and grade level appropriate punctuation keys
- b) that the keyboard is separated into a left and right side

Second Grade

The student will demonstrate knowledge of correct posture, hand, arm, and fingering positions to type complete sentences (including shift for capital letters, space bar for spacing, and punctuation keys).

Third Grade

The student will demonstrate proper keyboarding position and technique to touch-type. The student will:

- a) use correct hand and finger placement
- b) increase keyboarding skill and improve speed with at least 90% accuracy

Fourth Grade

The student will demonstrate proper keyboarding position and technique to touch-type. The student will:

- a) use correct hand and finger placement
- b) increase keyboarding skill and improve speed with at least 90% accuracy

Fifth Grade

The student will demonstrate proper keyboarding position and technique to touch-type. The student will:

- a) use correct hand and finger placement
- b) increase keyboarding skill and improve speed with at least 90% accuracy

Sixth Grade

The student will apply touch-typing techniques. The student will continue to increase keyboarding skill and improve speed with at least 90% accuracy.

Type to Learn software will help students meet the technology keyboarding standards.