KEYBOARDING

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K	K-3	1	Identify computer components.
K	K-3	2	Turn machine on/off and insert/remove software including handling, care and use of software and hardware.
K	K-3	3	Use appropriate input devices such as mouse, joystick, light pen, etc.
K	K-3	4	Locate the enter and the escape key.
K	K-5	5	Demonstrate appropriate posture at the computer.
K	K-5	6	Recognize the home row keys.
K	4-5	7	Identify the letters on the keyboard.
K	K-5	8	Use proper hand on general areas of each side of the keyboard
K	K-3	9	Use proper software and/or computer start-up and termination procedures.
K	3-9	10	Learn proper touch, striking of each key as presented.
K	4-5	11	Keep eyes on copy.
K	4-9	12	Exhibit correct technique when spacing or using special keys
K	5-7	13	Use correct keyboarding skills for copying and/or composing appropriate responses.
K	K-12	14	Follow oral and written instructions.
K	4-9	15	Strike keys firmly with steady, even rhythm.
K	5-9	16	Use touch keyboarding to refine and develop skills.
K	4-9	17	Use touch system and correct fingering techniques consistently while striking alphabet and/or special keys.
K	5-10	18	Use the keyboard as a communication tool.
K	5-9	19	Demonstrate acceptable correcting techniques.
K	4-12	20	Organize materials and work station.
K	5-12	21	Recognize proofreaders' marks.
K	5-12	22	Proofread and correct keying errors.
K	5-9	23	Use proper keyboarding skills for copying reports from handwritten material.
K	6-9	24	Compose, at the keyboard, short paragraphs that contain complete, grammatically correct sentences, correctly punctuated and capitalized.
K	6-12	25	Identify and utilize machine functions such as digital camera, scanner, printer.
K	6-12	26	Demonstrate progress on timed writings.
K	6-12	27	Identify and use various formatting rules and/or features.
K	6-12	28	Demonstrate ability to key letters, envelopes, reports, memos, tables and other documents in correct format.

KEYBOARDING (I=Introduce   M=Mastered)

Objectives:	K	1	2	3	4	5	6	7	8	9	10	11	12
Identify computer components.	I				M								
Turn machine on/off and insert/remove software including handling, care and use of software and hardware.	I			M									
Use appropriate input devices such as mouse, joystick, light pen, etc.	I			M									
Locate the enter and escape key.	I			M									
Demonstrate appropriate posture at the computer.	I					M							
Recognize the home row keys.	I					M							
Identify the letters on the keyboard.					I	M							
Use proper hand on general areas of each side of the keyboard.	I			I		M							
Use proper software and/or computer start-up and termination procedures.	I			M									
Learn proper touch, striking of each key as presented.					I					M			
Keep eyes on copy.					I	M							
Exhibit correct technique when spacing or using special keys.					I					M			
Use correct keyboarding skills for copying and/or composing appropriate responses.						I		M					
Follow oral and written instructions.	I												
Strike keys with steady, even rhythm.					I					M			
Use touch keyboarding to refine and develop skills.						I				M			
Use touch system and correct fingering techniques consistently while striking alphabet and/or special keys.					I					M			
Use the keyboard as a communication tool.						I						M	

KEYBOARDING   (I=Introduce   M=Mastered)

Objectives:	K	1	2	3	4	5	6	7	8	9	10	11	12
Demonstrate acceptable correcting techniques.						I				M			
Organize materials and work station.					I								
Recognize proofreaders' marks.						I							
Proofread and correct keying errors.						I							
Use proper keyboarding skills for copying reports from handwritten material.						I				M			
Compose, at the keyboard, short paragraphs that contain complete, grammatically correct sentences, correctly punctuated and capitalized.							I			M			
Identify and utilize machine functions such as digital camera, scanner, printer.							I						M
Demonstrate progress on timed writings.							I						
Identify and use various formatting rules/features.							I						M
Demonstrate ability to key letters, envelopes, reports, memos, tables and other documents in correct format.							I						