



## Moscow School District #281

### Mastery Learning Map

1 <sup>st</sup> Grade Keyboarding	
<b>1. Competency Statements for Keyboarding Skills</b>	<b><i>Students maintain correct form, speed and accuracy when typing drill and authentic works</i></b>
<i>“Learning Targets” are models of what educators may see in performance tasks when students demonstrate their increasing understanding and use of the competencies.</i>	<ol style="list-style-type: none"><li>1. I can sit correctly at computer - center body at the B for Bellybutton</li><li>2. I can identify keys on the right and left side of the keyboard</li><li>3. I can identify the "homing" keys (F and J).</li><li>4. I can identify the home row keys</li><li>5. I can use the function keys: backspace, control, shift, space, and enter keys</li></ol>
National Standards	

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2 <sup>nd</sup> Grade Keyboarding	
<b>2. Competency Statements for Keyboarding Skills</b>	<b><i>Students maintain correct form, speed and accuracy when typing drill and authentic works</i></b>
<i>“Learning Targets” are models of what educators may see in performance tasks when students demonstrate their increasing understanding and use of the competencies.</i>	<ol style="list-style-type: none"><li>1. I can sit correctly – center body at the F &amp; J Keys.</li><li>2. I can use 2 hands, one for each side of keyboard.</li><li>3. I can find the "homing" keys (F, J), type a letter and return after each to the "home" position.</li><li>4. I can identify the home, upper and lower row keys.</li><li>5. I can use the function keys: backspace, control, shift, space, and enter keys.</li><li>6. I consistently use my thumb on the spacebar.</li><li>7. I can use the shift keys as needed to support punctuation. (Period, question mark).</li><li>8. I can use Control, Alt. Delete, as needed to log on to network.</li><li>9. I can touch type with a speed of 15 wpm and 2 errors in 30 seconds.</li></ol>
National Standards	

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3 <sup>rd</sup> Grade Keyboarding	
<b>3. Competency Statements for Keyboarding Skills</b>	<b><i>Students maintain correct form, speed and accuracy when typing drill and authentic works</i></b>
<i>“Learning Targets” are models of what educators may see in performance tasks when students demonstrate their increasing understanding and use of the competencies.</i>	<ol style="list-style-type: none"><li>1. I can sit correctly – center body at the F &amp; J Keys.</li><li>2. I can use "homing" to F and J keys. 3 rows of keys.</li><li>3. I can use my pinkie on Enter/Return key to indicate choices, end a paragraph, and insert a blank line.</li><li>4. I can use the function keys: backspace, control, shift, space, delete arrows and enter keys.</li><li>5. I consistently use my thumb on the spacebar.</li><li>6. I can use the shift keys as needed to support punctuation. (Period, question mark and special keys).</li><li>7. I can use Control, Alt. Delete, as needed to log on to network.</li><li>8. I can type copy with an accuracy of 90% and speed of 10 wpm.</li><li>9. I can touch type with a speed of 20 wpm and 2 errors in 30 seconds.</li></ol>
National Standards	

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### 4<sup>th</sup> Grade Keyboarding

#### 4. Competency Statements for Keyboarding Skills

*“Learning Targets” are models of what educators may see in performance tasks when students demonstrate their increasing understanding and use of the competencies.*

***Students maintain correct form, speed and accuracy when typing drill and authentic works***

1. I can use correct form while typing.
2. I can use "homing" to F and J keys. 3 rows of keys, number rows, and finger responsibility (columns).
3. I can use my pinkie on Enter/Return key to indicate choices, end a paragraph, and insert a blank line.
4. I can use the function keys: backspace, control, shift, space, delete arrows and enter keys.
5. I consistently keep my eyes on the screen or copy
6. I can use the shift keys as needed to support punctuation and capitalization. (Period, question mark and symbol keys).
7. I can use Control, Alt. Delete, as needed to log on to network.
8. I can type copy with an accuracy of 90% and speed of 15 wpm
9. I can touch type with a speed of 25 wpm and 2 errors in 1-2 minutes

National Standards

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### 5<sup>th</sup> Grade Keyboarding

#### 5. Competency Statements for Keyboarding Skills

*“Learning Targets” are models of what educators may see in performance tasks when students demonstrate their increasing understanding and use of the competencies.*

***Students maintain correct form, speed and accuracy when typing drill and authentic works***

1. I can use correct form while typing.
2. I can use "homing" to F and J keys. 3 rows of keys, number rows, and finger responsibility (columns).
3. I can use my pinkie on Enter/Return key to indicate choices, end a paragraph, and insert a blank line.
4. I can use the function keys: backspace, control, shift, space, delete arrows, enter keys and the numeric pad.
5. I consistently keep my eyes on the screen or copy
6. I can use the shift keys as needed to support punctuation. (Period, question mark and symbol keys).
7. I use the shift key to capitalize. Use (2) alternate hands.
8. I can use Control, Alt. Delete, as needed to log on to network.
9. I can type copy with an accuracy of 90% and speed of 20 wpm
10. I can touch type with a speed of 30 wpm and 2 errors in 2-3 minutes.

National Standards