

PETERS TOWNSHIP SCHOOL DISTRICT
CORE BODY OF KNOWLEDGE (CBK)

KEYBOARDING

GRADE 3

For each of the sections that follow, students may be required to understand, apply, analyze, evaluate or create the particular concepts being taught.

COURSE DESCRIPTION

This course will introduce and reinforce basic keyboarding skills. Major units include alphabetic and punctuation keys. Key areas of focus include proper keyboarding posture, hand placement and key reaches.

STUDY SKILLS

- Self-monitor use of proper posture and hand placement
- Practice keyboarding daily or as much as possible

MAJOR UNIT THEMES:

1. Keyboarding Posture

- Feet should be placed on the floor
- Elbows should be relaxed and near waist/rib cage
- Breaks should be taken as needed for stretching
- Eyes should be on screen as much as possible

2. Home Row Keys

- Fingers should always be kept on home row
- As reaches are made, fingers should remain anchored on home row

3. Alphabetic and Punctuation Keys

- Appropriate fingers (reaches) should be used
- Speed is NOT the focus—keyboarding speed expectation is 6 words per minute
- Accuracy expectation is 75% or higher
- New keys will be introduced 2 at a time (4 new keys per week)

MATERIALS (and Supplemental materials used in course):

- Writer Learning System
- Teacher-recommended at-home practice sites
 - [Dance Mat Typing](#)
 - [Glencoe Online Keyboarding](#) (requires Adobe Shockwave Player)
 - [E-Learning for Kids](#)
 - [Advanced Keyboarding](#)

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