

Keyboarding Third – Fifth Grades

Software:	<i>Type To Learn 3</i>
Supplemental Materials:	Keyboard Covers for 5 th Grade
Course Description:	Keyboarding in Lower School is made possible with the use of self-paced software instruction, <i>Type to Learn 3</i> . Students in third, fourth, and fifth grades visit the computer lab for 30 minutes daily for a period of one week during the first two quarters of school.
Methods of Evaluation:	Students are evaluated on keystroke accuracy. They cannot move on to the next lesson without 80% keystroke accuracy.
Pace of Instruction:	Students begin together with teacher led instruction and then continue at their own pace. It is possible to have students at many different stages within the scope of the program
Course Objectives:	At the end of this course, in fifth grade, students should be able to: 1. Touch-type the letter and punctuation keys with more than 80% accuracy.