

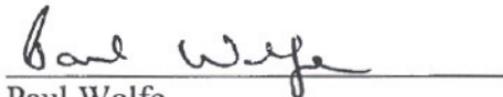
MEMORANDUM OF UNDERSTANDING  
BETWEEN  
DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
AND  
FEDERAL EDUCATION ASSOCIATION

DoDEA Keyboarding Instruction

The Department of Defense Education Activity (DoDEA) and the Federal Education Association (FEA) hereby agree to implement DoDEA Keyboarding Instruction in the Department of Defense Dependents Schools (DoDDS) in accordance with the attached guidance beginning in school year 2005-2006.



Ted Carlin  
FEA Vice President  
June 21, 2005



Paul Wolfe  
Human Resources Director, DoDEA  
June 21, 2005

## Keyboarding Impact K-2, Grade 3 and 4-6

### Early Keyboarding Awareness: Grades K-2

- Kindergarten goals include:
  - use of arrow keys; locating home-row keys, space bar, enter, backspace keys (5 hours)
- First grade goals include:
  - review, locating alphabetic keys, comma, period, and question mark keys (10 hours)
- Second grade goals include:
  - review, locating number and symbol keys; numeric keypad; language arts applications (15 hours)

### Objectives for K-2 Grade Students:

1. Keyboard familiarity - Enter/Return, Backspace/Delete, Spacebar, arrow keys, etc.
2. Demonstrate proper hand, finger, and body position
3. Identify and use the parts of a computer
4. Use online Help
5. Create, name, and save files
6. Use the mouse to point, click and drag
7. Use computer terminology
8. Use keyboard shortcuts
9. Recognize icons and their functions
10. Open and quit an application
11. Use function keys
12. Open and close a file
13. Use pull-down menus and commands

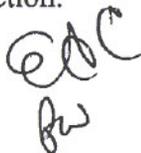
### Grade 3 Objectives are defined in the Type to Learn Curriculum (See attached)

### After Initial Instruction: Grades 4-6

- MUST reinforce the skills
  - Monitor techniques (integrated into instruction)
  - Build speed and refine accuracy through Type to Learn lessons (10 hours)
- Use the skills in other classes (integrated into instruction)
- Compose at the keyboard (integrated into instruction)

Note: New students without keyboarding skills will require initial instruction.

### Objectives for 4-6 Grade Students:



1. Demonstrate proper hand, finger, and body position
2. Compose simple information using a keyboard
3. Use correct finger reaches from home keys to top and bottom row keys
4. Select, insert, and delete text
5. Perform touch keying
6. Cut, copy, and paste text
7. Demonstrate proper use of space bar, return, shift, and tab keys
8. Use function keys
9. Insert clip art
10. Open and close a program
11. Use spell checker
12. Print a document; save and retrieve a file
13. Use basic graphics and multimedia



# KEY INSTRUCTION IN TYPE TO LEARN 3

Mission #	Keys Covered
1	F, J, and the SPACEBAR
2	R and U
3	G and H
4	D, K, and the right SHIFT key
5	E and I
6	B, N, and the RETURN/ENTER key
7	T, Y, and the left SHIFT key
8	S and L
9	W and O
10	A and period (.)
11	C and apostrophe (')
12	P and Q
13	V and M
14	Z and X
15	!, ?, comma (,), semi-colon (;)
16	Quotation marks (") and hyphen (-)
17	4 and 7
18	5 and 6
19	3 and 8
20	2 and 9
21	1 and 0
<b>Intermediate and Advanced Only</b>	
22	Colon (:) and parentheses
23	%, \$
24	[], /
25	underscore (_), @

*use keypad  
for numerics*

*fw*

**TYPE TO LEARN 3**



*EAC*