

# Keyboarding Capacity Matrix

(Target Start Date: \_\_\_\_\_ Target End Date: \_\_\_\_\_)

Parent Signature: \_\_\_\_\_ (Day1) \_\_\_\_\_ (End)

Topic	Specific Skills	Self Assessment of Learning				
<b>Keyboarding</b>	I meet the skill when I can complete the lesson called ...	<b>Emerging</b> <i>I am beginning to practice this skill</i>	<b>Refining</b> <i>I can complete skill with proper posture &amp; hand placement</i>	<b>Knowledge</b> <i>I can complete skill with 95% accuracy</i>	<b>Apply</b> <i>I can use skill in my daily work</i>	<b>Teacher initials</b>
<b>Basic</b> (20 Net WPM @ 95% accuracy to move to next lesson.)	The Home Row Keys					
	The Top Row Keys					
	The Bottom Row Keys					
	Home Row & Beyond					
	Venturing Out					
	Easy Home Row Words					
	Easy Top Row Words					
	Easy Bottom Row Words					
	Beginner Wrap Up					
Complete Two Typing Tests @ 20 Net WPM						
<b>Inter-mediate</b> (25 Net WPM @ 95% accuracy to move to next lesson.)	Alphabet Soup (A-M)					
	Alphabet Soup (N-Z)					
	Learn to Bust a Capital Letter					
	Learn to Bust a Capital Word					
	Basic Punctuation					
	Most Common English Words					
	Numbers Letters Numbers					
	Speed Drills					
	Intermediate Wrap Up					
Complete Two Typing Tests @ 25 Net WPM						
<b>Advanced</b> (35 Net WPM @ 95% accuracy to move to next lesson.)	Keyboard Quadrants					
	Skill Builder Drills					
	Symbols & Advanced Punctuation					
	Accuracy Drills					
	The Numric Keypad					
	Advanced Wrap Up					
Complete Two Typing Tests @ 35 Net WPM						