



KEYBOARDING FOR SPEED & ACCURACY

Duration: 12 hours of instruction

Prerequisites:

Basic computer skills

Keyboarding Skills

- ❑ Understand hand and finger placement on the computer keyboard.
- ❑ Understand the importance of posture and ergonomics.
- ❑ Feel confident doing typing exercises to ability.
- ❑ Feel confident with location and function of keys on computer keyboard.
- ❑ Perform a variety of typing exercises within Mavis Beacon typing program as well as within a wordprocessing program.
- ❑ To type from both on-screen exercises and from book exercises.
- ❑ Improve typing abilities by more than 10 wpm by end of course.
- ❑ To perform a number of timed typing tests.

Delivery of Skills

- ❑ Utilize a variety of teaching methods to increase typing speed.
 - I.e. Mavis Beacon typing exercises and dictations (using headphones)
 - Conduct timed tests every class to document improvement in speed and accuracy.
 - Exercises that focus on accuracy
 - Exercises that focus on speed
 - Use typing book to supplement exercises
- ❑ Conduct exercises in a wordprocessing program (Word)
- ❑ Produce a variety of documents within a wordprocessing program.

- ❑ Resources: 2 types of typing/ business books to use in class plus:
 - WCB manual on proper computer workstation reference
 - Mavis Beacon application Help Menu

Evaluation:

Completion of assignments	80% or more
Attendance	80% or more
Demonstration of Skills	

Typing speed certificate on completion