

Typing / Keyboard Skills

I. Course Description

This course is designed to teach basic typing and keyboarding skills through drills, exercises, and games with an emphasis on speed and accuracy. All interactive lessons are typed on the computer.

II. Teaching Materials

Computer course: CD Rom, Mavis Beacon Teaches Typing

III. Course Goals and Objectives

1. To learn proper hand placement and fingering technique
2. To develop speed through repetition
3. To aim for increased accuracy

IV. Course Outline First Semester:

1. A, S, D, F, and space keys
2. Words with A, S, D, F
3. J, K, L
4. A, S, D, F, J, K, L combinations
5. E, I words
6. Home row and E, I
7. G, H and apostrophe
8. G, H and apostrophe with words
9. E, R, U, I, F, ,K keys
10. T, Y, F, J keys
11. Home row and T, K skills
12. Q, W, I, O, P, A, S, K, L keys
13. Sentences in rhythm
14. F, J, V, B, N, M keys
15. Z, X, C, / keys
16. Number keys
17. Symbol keys
18. Test for speed and accuracy

Second Semester:

1. Practice to increase speed and accuracy
2. Increase word count to at least 25-30 words per minute

V. Teaching Methods

1. Practice lessons
2. Games
3. Speed and accuracy drills
4. Practice typing varied resources—from books, magazines, etc.
5. Testing

VI. Method of Evaluation

1. Daily work
2. Tests—estimation of word count
3. Grading Scale:
 - A. 25-30 adjusted words per minute A
 - B. 20-25 adjusted words per minute B
 - C. 15-20 adjusted words per minute C