

Typing/ Keyboard

I. Course Description:

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

II. Teaching Material: k Mavis Beacon Teaches Typing, CD Rom, Version 11, 2000

III. Course Goals and Objectives:

- A. To learn proper hand placement and fingering technique
- B. To develop speed through repetition
- C. To aim for increased accuracy

VI. Course Outline:

A. Third Quarter:

- 1. A, S, D, F, and space keys
- 2. Words with A, S, D, F
- 3. J, K, and L keys
- 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, and L keys
- 10. Test for speed and accuracy

B. Fourth Quarter:

- 1. T, Y, F, and J, keys
- 2. Home row and T, K skills
- 3. Q, W, I, O, P, A, S, K, and L keys
- 4. Sentences in rhythm
- 5. F, J, V, B, N, and M keys
- 6. Z, X, C, and / keys
- 7. Number keys
- 8. Symbol keys
- 9. Test for speed and accuracy

V. Teaching Method:

- A. Practice lessons
- B. Games
- C. Speed and accuracy drills
- D. Practice typing from varied resources
- E. Testing

VI. Evaluation:

- A. Speed and accuracy drills
- B. Tests

VII. Grading Scale:

- A. 100-90 = A
- B. 89-80 = B
- C. 79-70 = C
- D. 60-60 = D