

Keyboarding 25S

February 4, 2019 – June 28, 2019

Mr. Unger

Course Description

The purpose of this course is to improve your typing accuracy and speed on a computer keyboard. As we emerge into a digitally dominant world, typing is becoming a necessary skill for all people to have. Improving on speed and accuracy will make you a more efficient communicator and can lead to various existing and new job opportunities.

Course Goals

- Demonstrate proper finger placement and movement
- Demonstrate touch-keying on a QWERTY keyboard at a minimum copy speed of 35 words per minute with a maximum of one error per minute
- Produce documents with no keying errors
- Demonstrate touch-keying on numeric keypads
- Demonstrate proper posture while typing
- Self-monitor learning goals and reflect on value of Information Communication Technology (ICT)
- Apply various ICT skills and competencies required for personal career choices
- Demonstrate document formatting skills

Assessment

Assessment in this course will include relevant outcome-based assignments, tests and projects.