

Simply a Better Way to Learn!



K E Y B O A R D I N G S K I L L S

Introduction to Keyboarding

Course Introduction

The Introduction to Keyboarding course is designed for individuals who have no formal training in keyboarding. The objective is to teach students the skill of keyboarding - essential to the learning of other computer applications and workplace skills.

The course begins with an overview of the basics of computer use. Students learn about the components of the computer and keyboard, as well as the seating, posture, and hand positioning necessary for efficient keyboarding.

Students are then introduced to keyboarding using the *TypingTrainer* software program. This software program uses a variety of methods to acquaint the student, including graphical keyboard drills, and keyboarding Self-Tests. Upon completion of this course, students are expected to keyboard at minimum 10 words per minute.

Course Prerequisite

None

Course Aim

To provide training and practice in keyboarding.

Of Interest to

Individuals with no formal keyboarding instruction who wish to use the computer keyboard more effectively.

Course Breakdown

The Introduction to Keyboarding course consists of the sixteen lessons comprising the *TypingTrainer* course application, together with a media component and student workbook.

Lessons:

Each lesson consists of keyboard exercises designed to teach and practice the use of new keys. These keyboard exercises are followed by a group of paragraph Self-Tests. When these are completed, *TypingTrainer* automatically scores the speed and accuracy of the typing.

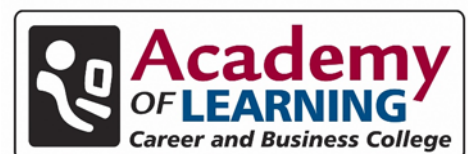
Course Notes

This course is a core subject in many programs.

Upon completion of the course, there is a final exam. Participants, who achieve 10 w.p.m. or higher on their exam will receive a certificate.

Next Level

Keyboard Skill Building – Level 1 (KBD04E2)



KBD04E1 12/04