

Simply a Better Way to Learn!



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

Keyboard Skill Building - Level 2

Course Introduction

The Keyboard Skill Building – Level 2 course is designed for individuals proficient in keyboarding who wish to increase speed and dexterity. Students are introduced to Special Keys on the keyboard. Each lesson increases key recognition and builds confidence using the keyboard, while increasing speed and accuracy. Speed achieved depends on personal dexterity and time spent on practice lessons.

Students who are not already familiar with the *TypingTrainer* software program are introduced to it. *TypingTrainer* helps students learn and improve skills using a variety of methods: graphical keyboard drills, speed drills, alphabet drills, word, phrase and sentence drills, and keyboarding Self-Tests. Upon completion of this course, students are expected to keyboard at minimum 40 words per minute.

Course Prerequisite

Keyboard Skill Building – Level 1 recommended.
Keyboarding speed of at least 25 w.p.m.

Course Aim

To increase keyboarding speed and accuracy to at least 40 w.p.m.

Of Interest to

Those who wish to increase keyboarding speed and accuracy, and learn to effectively use Special Keys.

Course Breakdown

The Keyboard Skill Building – Level 2 course consists of the twenty lessons comprising the *TypingTrainer* course application, together with a media component and student workbook.

Lessons:

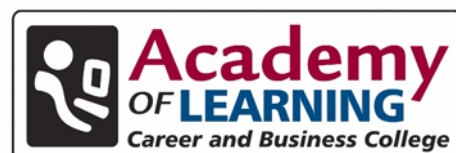
Each lesson consists of keyboard exercises designed to teach and practice the use of new keys. These keyboard exercises are followed by paragraph Self-Tests. When these are completed, *TypingTrainer* automatically scores the speed and accuracy of the typing.

Course Notes

Upon completion of the course, there is a final exam. Participants, who achieve 40 w.p.m. or higher on their exam will receive a certificate.

Next Level

Keyboard Skill Building – Level 3 (KBD04E4)



KBD04E3 12/04