

Middle School Keyboarding  
Daisy Bronson Middle School  
Library

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### Curriculum

Keyboarding is a course offered to middle schools students to learn keyboarding skills. Students are expected to type accurately, without looking at their hands, at a productive rate of speed. These skills will be developed using a combination of online classes and online typing games.

The students have a choice of two keyboarding programs for learning how to type. These programs are [Dance Mat Typing](#) which is hosted by the British Broadcasting Company: and [Keyboarding Online](#) from Elsworth Publishing: <http://www.keyboardingonline.com>. Tracking sheets are used to monitor the students' progress.

These typing programs and games are completely online on the Library on the Web's [Keyboarding](#) website and students are encouraged to practice at home.

### Student Goals

Students will:

1. Develop productive and accurate keyboarding skills at the computer keyboard using proper techniques including:
  - Hands on home row
  - Elbows in, wrists to be level with hands
  - Feet flat on the floor
  - Sitting up straight and tall
  - Not looking at your hands or the keys while keying (typing)

### Grading

This course is a nine-week course offered 45-minutes per day. Grades will be based on the following:

20%	Techniques (see student goals)
70%	Accuracy
10%	Participation, attendance

Accuracy Grading Scale:

100%	No errors
95%	2 errors
90%	4 errors
85%	6 errors
80%	8 errors
75%	10 errors
70%	12 errors
Fail	13 or more errors