

Library on the Web

Keyboarding Course

Instructor: **Mrs. Yvette Viger, MLS, M.Ed.**

Email: ymv@libraryontheweb.org

Curriculum

This course is offered to students for learning keyboarding skills. Students are expected to type accurately, without looking at their hands, at a productive rate of speed. These skills will be developed by using a combination of classroom activities, online classes, and online typing games. Links to these typing programs and games are on the **Library on the Web's** Keyboarding website:

<http://libraryontheweb.org/keyboarding.html>

Student Goals

Students will 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

- ✚ 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