

Keyboarding or Typing

This is a self-paced class with continuous enrollment

Cost: \$20.00

Typing, or Keyboarding as it is commonly called, is a skill that has become increasingly important in the computer age. For students, keyboarding is essential for effective computer use and has been shown to improve writing and study skills. Likewise, many adults who never felt they needed or wanted any secretarial skills are now required to use computers in their work, and find they must know keyboard and typing skills to do their jobs. Even those who simply wish to dabble online from their homes, sending email and surfing the internet, need to know basic keyboarding skills.

In short, keyboarding skills have become essential in today's computer age. This course will teach you how to type with speed, accuracy, and control regardless of the type of equipment you are using. Exercises are gauged to take the beginning typist from "hunt-and-peck" to 60 words per minute through a series of exercises that gradually build typing skills. If the student practices 30-45 minutes daily and completes each exercise according to plan, he or she should be able to type at least 60 words per minute by the end of the course.

The course will deal at length with the following Topics:

- Lesson 1 – Introduction to Keyboarding Concepts
- Lesson 2 – Learning the Keyboard
- Lesson 3 – Refining Keyboarding Skills
- Lesson 4 – Learning New Skills
- Lesson 5 – Learning How to Center
- Lesson 6 – Typing Personal Business Notes
- Lesson 7 – Typing Personal Business Letters
- Lesson 8 – Typing Manuscripts and Resumes
- Addendum – Skill Development and Extended Timed Writings

Grading Policy

- A = 100 - 90
- B = 89 - 80
- C = 79 - 70
- D = 69 - 60
- F = 59 - Below

Students have the opportunity to purchase certificates upon successful completion of the course.

This course is worth 2 Continuing Education Units (2 CEUs)

- A score of 90% and above entitles the student to purchase a **Certificate of Academic Excellence**
- A score of 80-89% entitles the student to purchase a **Certificate of Merit**
- A score of 75% entitles the student to purchase a **Certificate of Appreciation**

Certificates cost \$25 and can be purchased after completion of the course.

Disclaimer

This class is for informational or refresher purposes, not certification. It cannot be substituted for any state, government, licensing, or educational requirements.

Questions?

Contact me prior to enrollment at [**webbycyberclasses@yahoo.com**](mailto:webbycyberclasses@yahoo.com)