



Course Name: Keyboarding: Level 1

Module CA-8: Computerized Accounting

Course Description:

The student will learn the mechanism of efficient typing through a series of practice drills that focus on; Correct finger position, speed and proper posture. Whether working on an electronic keyboard or a typewriter the student will benefit equally. Through the program they will obtain knowledge that will increase their efficiency in the workplace based on the material produced.

Course Length: 24 hours

Text Book:

KEY IN! Keyboarding Manual for ESL Learners
Toronto Board of Education
ISBN 1- 895429-00-5

Method of Evaluation

- Speed Tests 50%
- Participation/Attendance 50%
- You must achieve 25 wpm or more

Course Objectives: Knowledge

Core Competency: Knowledge of Keyboard

1. Knowledge of correct fingering
2. Confidence in speed

Course Objectives: Skills

Core Competency: Ability to type at 25wpm

1. Ability to type at 25 wpm, using correct fingering to increase speed and accuracy

Curriculum Outline

| | |
|---------------|--|
| Week 1 | <p>20. Keyboarding and Drills 4. Speed Test During each practice session, students will challenge speed tests to provide on-going evaluation of skill development</p> <p>The final speed test must show that the student has achieved a minimum of 25 words per minute using correct fingering</p> |
| Week 2 | |
| Week 3 | |
| Week 4 | |
| Week 5 | |

Instructor Information:

Name: _____

Phone: _____

E-Mail: _____