

Keyboarding Course Syllabus

Course Objective:

This course provides a comprehensive keyboarding experience focusing on building speed, accuracy, and rhythm through individualized lessons, practice sessions, and fun games.

Resource:

Mavis Beacon Teaches Typing Deluxe

Assignments:

Choose one:

- **For Beginners:** select **First Beginner Lesson** to bypass the typing test. (Note: if you choose to start the lessons at the Beginner level, you will not have another opportunity to take the diagnostic quiz.)
- **For Intermediate and Advanced:** select **Test My Typing Level** – Begin the test by typing words as they appear on the screen until a dialog box appears informing you of your typing level

Assessments and Completion of Course:

Select the Curriculum Map

- After successfully completing all lessons in a skill level, you may print a certificate of Achievement for that level by selecting the Print Certificate button (star). The star turns from gray to yellow when you have earned the certificate and can print it.
- You are automatically moved to the next skill level once you have completed your current skill level.
- Once you have reached the Advanced level and achieved your typing goal, you may print a completion certificate. This document certifies your number of training hours, achievement of your typing goal, and your completion of the curriculum.

Student Name: _____ Beginning Date: _____

Lessons

Beginner

Lessons	Date Completed	Instructor
asdf		
jkl;		
ei		
gh		
ty		
qwop		
vbm n		
zxc		
. ,		

Intermediate

Lessons	Date Completed	Instructor
Left Shift		
Right Shift		
? !		
123		
456		
78		
90		
@#\$		
% ^		
& *		
()		
+ =		
{ } []		
< > /		

Advanced

Lessons	Date Completed	Instructor
Advanced Diagnostic		
Completion Certificate		