

Keyboarding

Mr. Shubert, instructor

This is a course for middle or high school students who want to learn to touch-type or improve their typing speed and/or accuracy. Because some keyboarding practice is web-based, students and parents will read and sign the Ridgeview Classical Schools User Contract on computer use and network security before computer access is allowed.

Expectations:

Students will come to class each day on time, prepared to work diligently on their keyboarding practice. Students may bring USB memory sticks to store and transport files on which they are working. Students making satisfactory progress may practice using their materials or assignments from other Ridgeview classes.

Grading:

This course is graded Pass/Fail. Eighty percent of the grade will be based on final typing speed and accuracy, and twenty percent of the grade will be based on character as defined in the Ridgeview character pillars.

What is an acceptable typing speed? Employers for receptionists often specify speeds of 30 to 45 words per minute, or 50 to 65 words per minute for administrative assistants. Colleges do not usually specify speeds, but clearly few college students ever regret typing too rapidly.

The current minimum typing speed to pass Keyboarding at Ridgeview Classical Schools is 35 words per minute.