

Computer Technology -- Keyboarding Technique

Summary

Proper keyboarding technique improves speed and accuracy. These resources help students improve in all areas.

Time Frame

10 class periods of 15 minutes each

Group Size

Individual

Life Skills

Communication, Employability

Materials

LCD Projector for PowerPoint presentation.

Intended Learning Outcomes

It is fun to see students progress. After doing technique evaluations only a few times, students respond to verbal comments, such as "Be sure you are keeping your fingers on home row." The evaluations help them know exactly what needs to be worked on.

Assessment Plan

The assessment is the technique evaluation. The teacher watches each student type using appropriate technique for about 2 minutes. The instructor fills out the rubric (see attachment) and gives immediate feedback to student. Grade is then recorded on Accountability sheet (see attachments). Student then chooses one technique component to work on, and fills it in on accountability.

Authors

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