

# Roslyn Middle School Keyboarding

## 10-Week Course

**Class Description:** The purpose of this 10-week course is to learn the keyboard without looking at your fingers. Students will learn the basic touch system of keyboarding with proper technique and will begin to develop speed and accuracy.

**Objectives:** 1. To acquire skill on the keyboard (letters, numbers, and symbols) using the touch method with proper technique.

**Requirements:** All classwork will be collected and graded. If you are absent or falling behind, you may make up work during extra help.

**Class Materials:** 1. Pocket folder  
2. Pen or pencil

**Grading Policy:** Microtype Multimedia and Tests 40%  
Keyboarding Technique Evaluation 60%