

## Keyboarding Curriculum Bullets 9<sup>th</sup> Grade

- Teach skills needed for day to day typing
  - Home Row Keys
  - Basic typing
  - Speed Drills
  - Strength Skills
- Home Row Keys
  - Teaching basic typing by starting with home row keys
  - Foundation to skilled typing
- Basic Typing
  - Skills for being able to type papers
  - Skills for working in a job
- Speed Drills
  - Speed Drills everyday to enforce accuracy
  - Build confidence
  - Dictation
  - Corrections
- Strength Skills
  - This class build and strengthens typing skills
  - To be able to use in day to day use
  - To be able to use in the work force