



Keyboard Short Course™

How can good keyboarding skills help you be more productive?

Do you use a computer at work? Do you type approximately 50+ words per minute without looking at your keys? Would being more productive at work possibly mean a pay raise? According to Bruce Alper of Certiport, the company that certifies Microsoft® users, a Microsoft survey discovered that poor keyboarding skills contribute to 80% of **inefficient** computer usage. Taking **Keyboard Short Course** is the quickest way to gain greater productivity when keyboarding.

Keyboard Short Course™ has been field tested and adopted by the U.S. Government, Dept. of Labor, and the National Office of the Job Corps. This self-paced course is appropriate for middle school, high school, college/university, and business and industry.

Keyboard Short Course has many special features designed for teaching and learning:

Internet-based—practice at work and home	Self-Paced, Individualized
Beginners can type 30 wpm in a few weeks	No formatting instruction, only keyboarding
Experienced typists can improve 10-20+ wpm	Instant feedback
Motivating and fun	Alpha and punctuation keys—no numbers
No paperwork to check or grade	Progress reports for self and others

Who should take Keyboard Short Course?

For beginners, the course is designed to teach keyboarding by touch (without looking at the keys or your fingers) in a short length of time to speeds of 30-35+ wpm and accuracy of no more than 1 error per minute. **Experienced typists** can benefit by improving their speed and accuracy. If you currently use the “hunt and peck” system, you will learn the keyboard as it is designed to be used. The alphabetic and punctuation keys are covered; there are no numbers or symbols to master.

What can I expect to accomplish?

The instructor will set your final goal, based on your prior keyboarding experience. Every lesson contains timed exercises, and you are encouraged to meet the speed and accuracy goals in each exercise before continuing on to the next one. Goal-directed practice on each exercise will help you progress much further, and faster. As a general rule, the goal for beginners should be at least 30 wpm. The more time you have to practice, the higher your goal.

How much time does the course take?

The time will vary depending upon the student. To achieve higher goals, you will need to schedule more time to practice. For example, a small class of high school students from the Navajo/Hopi reservation took **Keyboard Short Course** as a college prep class at Mesa Community College. They were responsible students and enjoyed the class. The class was 28 hours duration (7 weeks, 4 days a week, 1 hour per day). Six of the students had never had any keyboarding training. At the end of the class, the lowest score of those six on the 2-minute Course Exit Timing was 35 wpm and the highest score was 52 wpm.

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