

## KEYBOARDING



**Description:** This course will provide learners with the skills necessary to type without needing to look at the keyboard. This course will help you to build typing speed and proficiency. This will allow you to work more efficiently while cutting down on the number of typing errors and produce higher quality work. You will also learn how to decrease muscular stress and help prevent repetitive strain injury.

UNIT	TOPIC
<b>Part 1</b>  <b>Alphabetic Keys</b>	<ul style="list-style-type: none"> <li>• The Home Row</li> <li>• Keys E and I</li> <li>• Keys R and U</li> <li>• Keys T and O</li> <li>• Capital letters and period</li> <li>• Keys C and comma</li> <li>• Keys G H and apostrophe</li> <li>• Keys V N and question mark</li> <li>• Keys W and M</li> <li>• Keys Q and P</li> <li>• Keys B and Y</li> <li>• Keys Z and X</li> </ul>
<b>Part 2</b>  <b>Speed Building</b>	<ul style="list-style-type: none"> <li>• Focus on the home row</li> <li>• Focus on the index finger keys</li> <li>• Focus on the middle finger keys</li> <li>• Focus on the ring finger keys</li> <li>• Focus on the little finger keys</li> <li>• Common words</li> </ul>
<b>Part 3</b>  <b>Numbers</b>	<ul style="list-style-type: none"> <li>• Numeric Key Pad</li> <li>• Numbers 3 4 5 6 7 and 8</li> <li>• Numbers 1 2 9 and 0</li> </ul>
<b>Part 4</b>  <b>Enhancing Listening Skills</b>	<ul style="list-style-type: none"> <li>• Keys ; : / ?</li> <li>• Keys ` + - =</li> <li>• Keys ( ) [ ] @ \$ &amp; %</li> <li>• Keys { } \ ! # ^ *</li> </ul>
<b>Part 5</b>  <b>Number Pad</b>	<ul style="list-style-type: none"> <li>• Numbers</li> <li>• Special Marks</li> </ul>

### What is Included

We are committed to providing quality training and support. Our training includes the following:

- **One Year Access-** All trainees will have 1year 24/7 access to training portal
- **Textbook(s) and authors:** Access to the online certification reference manuals
- **E-Reference Library-** One year 24/7 access to E-Reference library. This library will allow trainees to have access to additional reading books and materials in a variety of subject matters.
- **Exercises:** A series of exercises that will assess your comprehension and application of the principles covered in the course. Once you answer the assignment questions, you may compare your answers to the answer key and review any incorrect question subjects.
- **Lesson Quizzes/Tests:** Upon completion of each lesson and exercises, there is a lesson Quiz. These quizzes will assess your comprehension of the concepts covered within the lesson presentations. The grade achieved on these quizzes will be saved in your training portal so that you can track your progress as you take the course.
- **Final Exam:** Upon completion of all the activities in the course, there is a final exam. The exam will focus on all the material covered throughout the course, including reading assignments. The results achieved on the final exam will be saved in the grade section of your training portal for your review.
- **Exam Prep** To test your knowledge on the skills and competencies being measured by the vendor certification exam. Test Prep can be taken in either Study or Certification mode.
  - **Study Mode** is designed to maximize learning by not only testing your knowledge of the material, but also by providing additional information on the topics presented.
  - **Certification Mode** is designed to test your knowledge of the material within a structured testing environment, providing valuable feedback at the end of the test.
- **Technical Support** You will also have access to Instructional and Technical Support. Support may be reached as follows:
  - **Chat:** clicking the icon in the online classroom entitled, 'Connect with Support.' A help desk specialist is available Monday-Saturday via instantaneous chat mode.
    - o Monday-Thursday 8am-11pm
    - o Friday 8am-6pm
    - o Saturday 11am-6pm
  - **E-Mail:** During those hours when online support is not available, instructional support will contact you within 24 business hours.

**Call for a Complementary Cert Coaching Session 866-700-3636**