



# Escuela Las Morochas

ciudad Ojeda, Venezuela

Developing lifelong learners and global citizens

## Quarter 1 Syllabus

<b>Title of Course:</b> Typing	<b>School Division:</b> Upper <b>Length of Course:</b> 9 weeks	<b>Prepared by:</b> Trudy Crossbourne
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<b>Learning Standards:</b>	<b>Essential Questions:</b>	<b>Learning Objectives:</b>
<ul style="list-style-type: none"> <li>Demonstrate and maintain proper keyboarding skills at the rate of 30 wpm</li> </ul>	<ul style="list-style-type: none"> <li>What is the home row?</li> <li>What is the importance of typing at a good speed?</li> </ul>	<p><i>Students should be able to</i></p> <ul style="list-style-type: none"> <li>Locate the keys that comprise the 'home row'</li> <li>Use the correct fingers to type the letters of the home row</li> <li>Type words written only using the letters of the home row at a rate of 30 wpm or greater and with an accuracy of 100%</li> <li>Use the shift keys appropriately</li> <li>Identify the fingers used to type the letters: e,n,u,t and the symbols . , " and '</li> <li>Type these letters and symbols using the correct fingers</li> </ul>

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		<ul style="list-style-type: none"><li>Type words with the home row and the additional letters and symbols at a speed of 30 wpm or greater and with an accuracy of 100%</li></ul>
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Assessment:

Students grades will be determined by the following marking scheme:

Practice	50%
Quizzes/Tests	20%
Skills & Techniques	20%
Class work	10%

Resources:  
<http://www.freetypinggame.net>

Additional Teacher Comments:  
The typing course is self-paced and students progress through the course at their own pace.

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