

CLASSROOM KEYBOARDING COURSE

REGISTER TODAY!

KEYBOARDING is an essential skill needed to get you ahead in school and the workforce. Keyboarding is preferred over the "Hunt-and-Peck" method for using a computer. The goal is to not consciously think about where the fingers go. Increase your typing speed and ergonomics today!

KEYBOARDING

TUITION
\$90

1. Keyboard at edge of desk/table
2. Feet kept flat on floor
3. Sit up straight - no slouching
4. Body aligned with the middle of keyboard
5. Fingers curved and upright over home row keys
6. Wrists low but not touching the frame of the Keyboard or the desk/table
7. Always place copy/textbook on the right side of the monitor
8. Eyes on the computer monitor and text being typed
9. Key with the appropriate fingers—no pecking
10. Sharp, relaxed, fluent typing

CLASSROOM 3-WEEK COURSE
DMC COURSE CODE : POFT 1010

Register for Courses at www.delmar.edu/ce or at The Center for Economic Development
Monday - Thursday • 8:00 AM - 5:00 PM • Friday 8:00 AM - Noon



DEL MAR COLLEGE
CONTINUING EDUCATION

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