

## Teaching Keyboarding: More Than Just Typing

While schools have worked hard to integrate computers into the classroom and many do a great job teaching students how they work, many schools do not even consider teaching the art/science of using a keyboard.



**"Many teachers think it takes nothing to teach keyboarding, but they are wrong," said teacher Carla Cruzan. "Can anyone teach a science or math course?" Are you a classroom teacher who is also the keyboarding instructor? Then discover in this article everything you need to know to make keyboarding instruction a success! Included: Tips and online resources for teaching keyboarding!**

Once upon a time (not so very long ago), many high school students took a course called typing. The course was probably taught by a business ed teacher trained in the best method of teaching students to type quickly, accurately, and with correct technique. Few students — with the possible exception of those aspiring to business school — paid any more attention than was absolutely necessary to pass the course. Consequently, the hunt-and-peck method appears to be the technique of choice for many adults today.

Times have changed. Schools can no longer prepare students for the workplace of the future without providing them with skills necessary for using computers competently. One of those necessary skills is, of course, keyboarding.

Unfortunately, as schools have concentrated on teaching students how to use computers to obtain and produce information, they have paid little attention to teaching them how to type on the keyboard quickly, accurately, and with correct technique. In addition, some unforeseen questions have arisen. If we need to teach keyboarding — and we do — when do we teach it and who should teach it?

## YOUR YOUNGEST STUDENTS

"What I am seeing now," computer science teacher Carla Cruzan told Education World, "is that there is no getting around the problem of young children being placed in front of keyboards. There is no longer an ideal time for formal instruction because younger and younger children are imitating older siblings and parents by wanting to work with computers, and more software is being developed just for them," explained Cruzan, a teacher at [Southwest High School](#) in Minneapolis.