FLORIDA SOUTHWESTERN
STATE COLLEGE
SCHOOL OF BUSINESS AND TECHNOLOGY
Department of Corporate Training

In partnership with

ed2go

Student Recommendations:

"The instructor taught a very well written and organized course. She was very encouraging every step of the way and willing to share her knowledge of the subject matter from past experience. Her emphasis on patience and diligence made me realize that mastering keyboarding continues even after the six week course as long as one has a good foundation. She definitely provided me with an excellent foundation by offering an excellent course. "

Semester Start Dates:

- Contact Corporate Training

Online Course Format:

- Led by an expert instructor
- Interactive discussion areas
- New sessions begin monthly
- 6 weeks, 12 lessons

For more Details:

http://www.ed2go.com/fsw/online_course/key/detail/Keyboarding.html

To Register:

https://www.ed2go.com/fsw/Enrollment/Enroll.aspx?ProductId=5

Keyboarding $99

If you want to learn touch–typing or improve your existing typing skills, this is the perfect course for you! In these lessons, you'll use the Keyboarding Pro 5 program, a typing tutorial designed for personal computers, to learn how to touch–type—that is, to type text you read from a printed page or a computer screen without looking at your keyboard.

Using Keyboarding Pro's built–in word processor, you'll learn how to create, edit, and save word processing documents. As you improve your typing speed and accuracy, you'll use the word processor's timed writing feature to continually hone your skills. You'll even learn posture tips to minimize fatigue and help prevent carpal tunnel syndrome.

With the skills you master here, you'll become faster and more confident at the keyboard. By the end of the course, you'll know how to touch–type the alphabetic, numeric, and symbol keys; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview.

Requirements: A Microsoft Windows-based PC, Windows 2000, XP, or Windows 7 operating system; Internet access and email; the Microsoft Internet Explorer or Mozilla Firefox Web browser; the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at http://www.adobe.com/downloads by clicking Get Adobe Flash Player and Get Adobe Reader).

When the class starts, you'll receive instructions in **Lesson 1** for downloading and installing a working copy of Keyboarding Pro 5. (**Note: It will take more than one hour to download this program**.) Please do not purchase or download the software from another source.

Note: This course is not suitable for Macintosh users.