

News Releases

Jan. 3, 2007

DeKalb High School Keyboarding Proficiency Exam

DeKalb High School is offering a Keyboarding Proficiency Exam for eighth grade students on Tuesday, Feb. 20 and Thursday, Feb. 22 from 3:00-5:00 p.m. The test will be given in room 208 at DeKalb High School.

Basic keyboarding skills are a necessity for personal and professional use. The DHS Business Department offers many courses for which proficient keyboarding skills are essential for success. In order to proficiency out of Keyboarding I into some of the other courses in the department, (Keyboarding II, Computer Applications, Programming) the department is offering the Keyboarding Proficiency Exam on Tuesday, February 20, 2007 or Thursday, February 22, 2007 from 3-5 p.m. in room 208. No appointment needed, just come, sign in, and wait your turn

A 10-minute practice session will be given in order to become familiar with the computer hardware and software.

The test will include:

Part 1 – Speed/Accuracy. Key a 3-minute timing from a straight-text copy (no numbers or special symbols) with a speed of at least 32 wpm and an accuracy limit of six errors. This is a computer-scored test. The backspace key will be disabled and keys will be covered. You will have two chances to meet this goal.

Part 2 – Technique. While being closely observed, you will be asked to key the alphabet and a straight-copy paragraph, demonstrating that you know and use the correct finger on each key. You must also demonstrate that you use the correct posture, hand, and body position. This is a teacher-scored test.

Students should practice their keyboarding skills before taking the test. Attempting it “cold” will greatly reduce chances of success.

For more information, contact Mrs. Ackmann (cackmann@dist428.org) or Mrs. Augustine (saugusti@dist428.org) or call 754-2145.