



Employers, educators, and parents agree that effective computer use is a requisite outcome for all students. In order to accomplish this required level of computer competence, a productive computer keyboarding skill is essential. The Illinois Business Education Association in collaboration with the State Board of Education developed a sequential plan for developing keyboarding skills in grades K-12.

These research-based guidelines are recommended for implementation in new or existing technology or computer keyboarding curriculum. A tremendous amount of concern regarding the inability of individuals to utilize computers efficiently and effectively has surfaced from parents, educators, and employers.

The brochure linked below provides a definition of keyboarding, objectives for various grade levels, researched-based guidelines for keyboarding instruction, notable quotes, and contact information.

It is essential that these recommendations be shared at all levels - elementary, middle/junior high, and high school.

The brochure can be downloaded, printed and disseminated.

Visit the Illinois Business Education Association (IBEA) Downloads page for:

(<http://www.ibea.org/index.php?http://www.ibea.org/forms-and-documents/downloads/keyboarding-task-force-documents>)

- keyboarding brochure
- keyboarding assessment

Other Keyboarding resources:

<http://www.livebinders.com/play/play?id=40435>

[http://www.educationworld.com/a\\_tech/tech/tech072.shtml](http://www.educationworld.com/a_tech/tech/tech072.shtml)

<https://keyboarding.wordpress.com/2009/09/03/20-more-free-keyboarding-resources-for-the-classroom/>