

# TYPING SKILL BUILDING LEVEL 1

*Course Outline*

## BRIEF COURSE DESCRIPTION

This introductory course equips students with foundational typing skills, including proper finger placement and home row techniques, paving the way for increased typing speed and accuracy in future courses.

## COURSE PREREQUISITES

None

## LEARNING OBJECTIVES

By the end of this course, students will be able to:

- Identify the location of all letters, numbers, and symbols on a standard QWERTY keyboard.
- Demonstrate correct finger placement on the home row keys.
- Execute proper typing technique using all fingers without looking at the keyboard.
- Type basic sentences with accuracy and appropriate spacing.
- Understand the importance of posture and ergonomics for comfortable and efficient typing.

## REQUIRED COURSE MATERIALS

Computer with internet connection

## COURSE DURATION

20 hours

## DELIVERY METHODS

In-class instruction, with synchronous and asynchronous options.

## TEACHING METHODS

Lecture and interactive learning activities.

## METHODS OF STUDENT EVALUATION

Self-assessment and exam

## COMPLETION REQUIREMENTS

- To successfully complete this course, a student must demonstrate a typing speed of 10 words per minute.