

TYPING SKILL BUILDING LEVEL 3

Course Outline

BRIEF COURSE DESCRIPTION

This advanced course focuses on refining speed and accuracy to achieve a typing speed of 40 words per minute, while introducing more complex typing challenges and formatting techniques.

COURSE PREREQUISITES

Completed TYPE25 or demonstrated a typing speed of more than 25 words per minute.

LEARNING OBJECTIVES

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

- Type multi-paragraph documents with sustained accuracy and a speed of 40 words per minute.
- Utilize advanced typing techniques to improve efficiency and reduce fatigue.
- Identify and correct errors quickly and efficiently while maintaining typing speed.
- Demonstrate proficiency in touch typing across a variety of text formats and complexity levels.

REQUIRED COURSE MATERIALS

Computer with internet connection

COURSE DURATION

40 hours

HOMEWORK DURATION

None

DELIVERY METHODS

In-Class instruction, distance synchronous, or distance asynchronous instruction.

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 40 words per minute.