

TYPING SKILL BUILDING LEVEL 5

Course Outline

BRIEF COURSE DESCRIPTION

Tailored for aspiring healthcare professionals in the government sector, this course elevates typing skills to meet the demanding requirements of the field, with a focus on achieving and maintaining a typing speed of 60 words per minute.

COURSE PREREQUISITES

Completed TYPE55 or demonstrated a typing speed of more than 55 words per minute.

LEARNING OBJECTIVES

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

- Consistently type at a speed of 60 words per minute with exceptional accuracy, even when dealing with specialized medical terminology and complex formatting.
- Demonstrate proficiency in transcribing medical reports, patient notes, and other healthcare-related documents with speed and precision.
- Utilize typing skills to efficiently navigate electronic health records (EHR) systems and other healthcare software.
- Apply advanced proofreading techniques to ensure the accuracy of critical medical information.
- Develop strategies for maintaining focus and accuracy during extended periods of typing in a fast-paced healthcare environment.

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 60 words per minute.