

# Typing

## Course Overview

This practical course will help students develop proficient typing skills through a series of interactive lessons, timed tests, and engaging activities. Students will learn touch typing techniques, accurate hand placement, and essential keyboard shortcuts. By the end of the course, students will have the opportunity to demonstrate their improvement with a timed typing test.

## Course Objectives

- Master touch-typing techniques to type without looking at the keyboard.
- Understand and apply correct hand placement to minimize strain.
- Learn keyboard shortcuts to enhance productivity.
- Regularly assess typing speed and accuracy through timed tests to track improvement.
- Achieve a typing speed of at least 60 words per minute (WPM) with 90% accuracy to earn a course completion certificate.

## Typing.com Class Link

<https://www.typing.com/join#65CEA27DCF36D>

## Unit 1: Intro to Touch Typing




Gauge current proficiency and learn the fundamentals of touch-typing.

- ☐ Initial Assessment: Take a baseline [5-minute typing test on typing.com](https://www.typing.com/join#65CEA27DCF36D) to gauge speed and accuracy.
- ☐ Touch Typing Fundamentals: Interactive lessons on finger positioning, posture, and understanding the keyboard layout.
- ☐ Keyboard Familiarization: In-depth exploration of the keyboard, including special characters and function keys, using visual aids and hands-on exercises.

## Unit 2: Skill Development

Enhance typing speed and accuracy through advanced exercises, and master keyboard shortcuts to boost efficiency.

- ☐ Advanced Typing Techniques: Structured exercises that gradually increase in complexity, focusing on accuracy before speed.

- ☐ Comprehensive Keyboard Shortcuts: Detailed sessions on mastering shortcuts for Windows, macOS, and popular applications, incorporating real-world scenarios for practice.
- ☐ Alternative Practice Platforms: Additional resources for varied practice, along with daily practice strategies.
  - ☐ <https://zty.pe/>
  - ☐ <https://play.typeracer.com/>
  - ☐ <https://www.nitrotype.com/>
  - ☐ <https://monkeytype.com/>
  - ☐ <https://www.keybr.com/>
  - ☐ <https://www.keyhero.com/free-typing-test/>
- ☐ More tips and tricks:
  - ☐  How To Type Faster
  - ☐  How to Type Faster 100 wpm+ (in One Week) - Stop Wasting Time [5...
  - ☐  I learned to TYPE Fast | 40 to 120 WPM

### Unit 3: Evaluation

Assess improvement in typing proficiency with a certification test to demonstrate mastery at targeted speed and accuracy.

- ☐ Progress Monitoring: Regular timed tests with personalized feedback to identify and enhance specific areas.
- ☐ Certification Criteria: Achieve at least 60 WPM with 90% accuracy in a 5-minute test, or sufficient improvement as determined by the tech coach on an individual basis.
- ☐ Beyond the Course: Access resources for ongoing improvement and community engagement for motivational support.