



TYPING SKILL BUILDING LEVEL 2

Course Outline

BRIEF COURSE DESCRIPTION

Building upon the fundamentals established in Level 1, this course refines typing techniques and introduces speed-building exercises to achieve a minimum typing speed of 25 words per minute.

COURSE PREREQUISITES

Completed TYPE10 or demonstrated a typing speed of more than 10 words per minute.

LEARNING OBJECTIVES

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

- Type paragraphs with increased accuracy and speed.
- Apply proper typing techniques to maintain rhythm and minimize errors.
- Practice typing exercises specifically designed to improve speed and dexterity.
- Demonstrate a typing speed of at least 25 words per minute with minimal errors.
- Identify common typing errors and implement strategies to avoid them.

REQUIRED COURSE MATERIALS

Computer with internet connection

COURSE DURATION

28 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 25 words per minute.