



TYPING SKILL BUILDING LEVEL 4

Course Outline

BRIEF COURSE DESCRIPTION

This course pushes typing skills to a professional level, emphasizing speed, accuracy, and efficiency to achieve a minimum typing speed of 55 words per minute.

COURSE PREREQUISITES

Completed TYPE40 or demonstrated a typing speed of more than 40 words per minute.

LEARNING OBJECTIVES

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

- Maintain a consistent typing speed of 55 words per minute with high accuracy across extended typing sessions.
- Demonstrate mastery of touch typing skills, including the ability to type complex text formats and numerical data with ease.
- Utilize advanced proofreading techniques to identify and correct errors swiftly while maintaining typing flow.
- Apply typing skills in practical scenarios, such as transcribing audio recordings or composing professional documents.

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 55 words per minute.