

Module 1: Fundamentals of Typing

- Introduction to typing and its importance
- Keyboard layout (QWERTY, numeric keypad)
- Home row keys and finger placement
- Posture and ergonomics while typing

Module 2: Typing Techniques

- Touch typing method (without looking at the keyboard)
- Typing drills for letters, numbers, and symbols
- Speed-building exercises
- Accuracy improvement techniques
- Use of typing tutor software

Module 3: Word Processing & Formatting

- Typing practice in MS Word / Google Docs
- Document formatting (alignment, spacing, fonts, styles)
- Creating tables, lists, and forms
- Proofreading and error correction

Module 4: Data Entry Skills

- Typing in spreadsheets (MS Excel basics)
- Numeric keypad practice for data entry
- Accuracy checks and validation
- Speed drills with real-world forms

Module 5: Professional Typing Applications

- Typing letters, reports, and official documents
- Preparing resumes and business correspondence
- Typing legal/official forms and records
- Email drafting and online form filling

Module 6: Assessment & Certification

- Weekly speed and accuracy tests
- Typing test with set word limits (30–40 wpm target)
- Practical exam: prepare a formatted document within time limit
- Final certification based on speed, accuracy, and formatting skills

Learning Outcomes

By the end of the Certificate in Typing course, students will:

- Type efficiently with speed and accuracy (30–40 words per minute or more)
- Use word processing tools for professional documents
- Perform data entry tasks confidently
- Apply typing skills in office, clerical, and online work environments