
Typing 201: Intermediate Technique and Method

Course Description: This course emphasizes a variety of techniques with a focus on speed, accuracy, and other criteria of typing efficiency. The quality of the student's typing will be assessed primarily through typing exercises performed under the real-time observation of an instructor.

Prerequisites: English AB or Journalism 101, Typing 101

Objectives:

- Demonstrate efficiency and accuracy in typing
- Establish fluency in several modes of text-copying
- Demonstrate an overall improvement in typing ability

Assignment Submission: The student will be expected to arrange an appropriate platform with the instructor for real-time typing, (e.g. an instant messenger or a shared file on Google docs,) as well as to schedule class time with the instructor in advance. A minimum of 14 hours a week must be logged.

Assignments: The student will be expected to complete a number of tasks including copying bodies of text and typing spoken text (from videos given by the instructor.) Exams will also be given.

Grading: Each exercise will be evaluated according to a unique weighting of typing speed and accuracy (with additional criteria included for some exercises.)

Assignments contribute to 60% of the final grade. The remaining 40% consists of tests and major exams.

93%-100% = A 84%-93% = B 75%-84% = C 0-75% = D

If the student does not meet the 14 hour per week requirement, all non-exam scores from that week will be reduced by a factor of $a/14$ where a is the time logged in hours.