

Syllabus Of E-Learning English Typing Course

Lesson No.	Description of Lesson	Practice Time	Working Day
Lesson 1	English Typing Basics	-	-
Lesson 2	Home Row Keys Practice	1 Hrs.	05 Days
Lesson 3	Shift Key + Home Row Keys Practice	1 Hrs.	05 Days
Lesson 4	Upper Row Keys Practice	1 Hrs.	05 Days
Lesson 5	Shift Key + Upper Row Keys Practice	1 Hrs.	05 Days
Lesson 6	Simple Word Practice By Home & Upper Row Keys	1 Hrs.	05 Days
Lesson 7	Bottom-Row Keys Practice	1 Hrs.	05 Days
Lesson 8	Shift Key + Bottom-Row Keys Practice	1 Hrs.	05 Days
Lesson 9	Simple Word Practice By All Rows Characters	1 Hrs.	05 Days
Lesson 10	Fourth Row Number and Symbol Keys	1 Hrs.	05 Days
Lesson 11	Shift Key + Fourth Row Number and Symbol Keys	1 Hrs.	05 Days
Lesson 12	Paragraph Practice	1 Hrs.	08 Days
Lesson 13	Application / Letters Writing	1 Hrs.	02 Days
Total Working Days			60 Days