
typaz (25 hours) online

- Designed for:**
- Anyone needing high proficiency at touch-typing and keyboard skills
 - Anyone new to touch-typing or with existing skills who wants to improve.

Prerequisites: The course is delivered online. System requirements - broadband internet access (not dial-up) with a minimum speed of 128 Kbs. Flash version 9 or above to be installed. (Flash is usually standard on most PCs. It can be downloaded free from www.adobe.com). Internet Explorer 6 and upwards recommended (will run on Firefox). Windows 2000 or above required. Windows 7 compatible. If you have Windows 2000, you must have at least Flash 10 rather than 9, which is fine for later Windows versions. Will work on both PC and MAC.

Objectives: The ability to touch type at high speed and accuracy. Outcomes will vary dependent on the application of the individual, but words per minute of between around 20 - 40 words are perfectly achievable. Learners have the option of taking the BCS e-type qualification exam (Level 1 / Level 2) – please discuss this option with your Advisor before starting the course.

Course Content

- The course comprises 10 keyboard lessons to introduce and consolidate the alpha-numeric keys. Punctuation and symbols are also covered.
- Artificial intelligence built into the software creates a learning path tailored to each individual.
- Friendly guidance encourages and helps with any difficulties, providing extra exercises to eliminate weaknesses. It creates a unique course for you, based on your strengths and weaknesses.
- Guidance on ergonomics and good technique.
- Comprehensive, easy to understand accuracy and speed feedback.

Benefits

- Improved performance for anyone using a keyboard and vital preparation for core office and word processing training.
- Flexible learning via the internet.
- Flexible, self-paced, blended learning - software; workbook and supervisor support. These work together to create a course specific to your learning requirements.
- The ability to type accurately at around 20 - 40+ words per minute.
- The course includes a specially designed workbook to complement the software program. It provides step-by-step learning, hands-on exercises and a future reference manual.
- The opportunity to gain a prestige Pitman Training Certificate.
- You can opt to take with us the BCS typing qualification exam. You have up to 3 attempts to obtain the Bronze award (20 - 39 words per minute - Level 1) or Silver award (40 - 59 words per minute - Level 2). Any candidate who reaches 60 or more words per minute will gain the Gold award. (If you reach Gold before your third attempt, you have reached the top certificate and your remaining exam attempts will be removed from the exam system). Please tell us if you want to take the e-type exam before you start the course – unfortunately we cannot provide this once the course has started.

Course duration: Up to 25 hours (actual course duration will vary from individual to individual, based on prior skills and application)

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