
typaz standard

Designed for: •Any one needing touch-typing skills to save time and effort on the keyboard.
•Those new to touch-typing or with existing skills who want to improve.
•Those who want a Level 2 touch-typing qualification.

Prerequisites: Some familiarity with Windows would be useful.

Objectives: The ability to touch type accurately. This course is delivered on a PC in the centre. Outcomes will vary dependent on the application of the individual, but words per minute of between around 20-40 words are perfectly achievable.

Course Content

- The course comprises 10 keyboard lessons to introduce and consolidate the alpha-numeric keys. The course lasts up to 25 hours, although the actual duration will vary from individual to individual, based on prior skills and application.
- Artificial intelligence built into the software creates a learning path tailored to each individual.
- Guidance on ergonomics and good technique.
- Comprehensive, easy to understand accuracy and speed feedback.
- Up to 3 exam attempts to obtain a BCS Level 2 e-type typing qualification.

Benefits

- Flexible, self-paced, blended learning - software; workbook and supervisor support.
- The ability to type accurately at around 20-40 words per minute, depending on learner commitment.
- Increased work performance for anyone using a PC.
- Essential preparation for core office and word processing training.
- The flexibility and value of self-study training methods. These enable different learning speeds and styles and a wide choice of training locations and times.
- A personalised workbook with hands on exercises, which complements the software program, to provide step-by-step learning and a future reference manual.
- Incorporates the BCS Level 2 Certificate in Touch-typing (e-type) qualification – the only typing qualification on the National Qualifications Framework (national accreditation no: 100/6028/5). Anyone reaching 20wpm will receive a Bronze Award.
- The opportunity to gain a Pitman Training Certificate.

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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 Microsoft Office Courses