

Get the Pitman Advantage™

Computer Keyboard Skills (Web-Enabled)

Designed For: Those who wish to learn to touch type accurately at approximately 20-25 wpm.

Pre-requisites: Familiarity with using the Internet.

Objectives: The ability to touch type accurately, using a Microsoft Windows environment.

Course Content

- Course introduction, ergonomics and interface guide.
- 24 units teaching and consolidating letters, numbers, capitals and punctuation.
- "Pitman Training Olympics" typing games.
- Mock exam.
- Final exam (to be completed at centre only).

Features and benefits:

- The ability to type accurately at 20-25 wpm.
- Increased work performance for anyone using a PC.
- Web-based – anytime, anywhere training.
- Accuracy and speed feedback on completion of each unit.
- Offline facility to reduce Internet charges.
- Pitman Training Certificate on successful completion.

Course duration: 25 hours

Price: £306.73 – *including workbook, examination and certificate*

For more information or to sample the course, free, please call us:

Manchester: 0161 923 6814

Holborn: 020 7025 4700

Notting Hill: 020 7792 5214

Pitman Training Centre High Holborn, Notting Hill & Manchester operate under franchise of Pitman Training Group

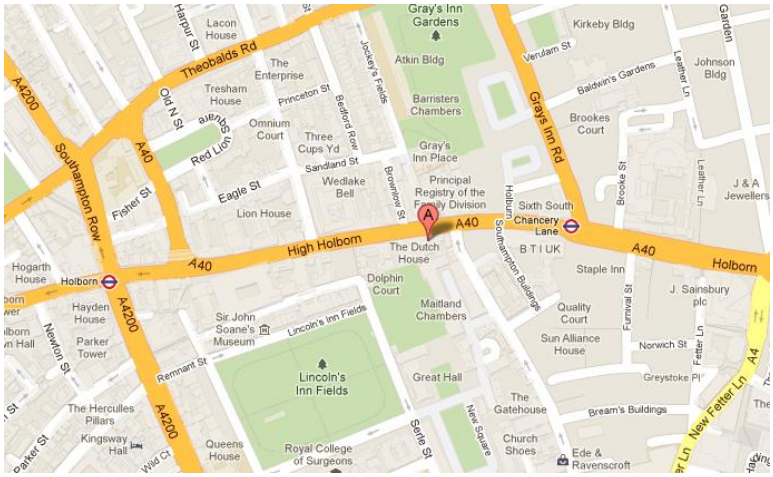
www.holborntraining.co.uk

How to find us:

Get the Pitman Advantage™

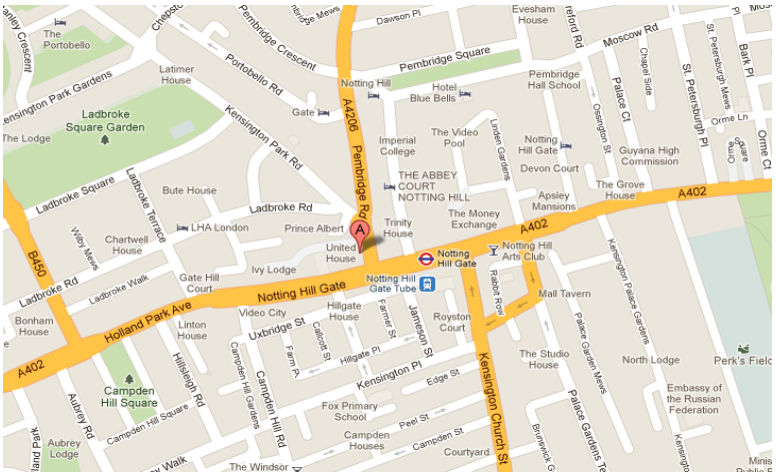
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