



Get the Pitman Advantage™

Typaz (25 hours) online

Designed For: Anyone needing high proficiency at touch-typing and keyboard skills, or anyone new to touch-typing or with existing skills who want to improve.

Pre-requisites: As this is an online course you will need broadband internet access, Flash version 9 or above, Internet Explorer 6 and upwards recommended (will run on Firefox). Windows 2000 or above required. Windows 7 compatible. If you have Windows 2000, you will need Flash 10 (or higher) rather than 9, which is fine for later Windows versions. Designed to work on 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.

Course Content

- The course comprises 10 keyboard lessons to introduce and consolidate the alpha-numeric keys. Punctuation and symbols are also covered.
- Artificial intelligence in 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.

Course duration: Up to 25 hours (actual course duration will vary from individual)

Price: £320.00 – 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.holborntesting.co.uk

How to find us:



Get the Pitman Advantage™

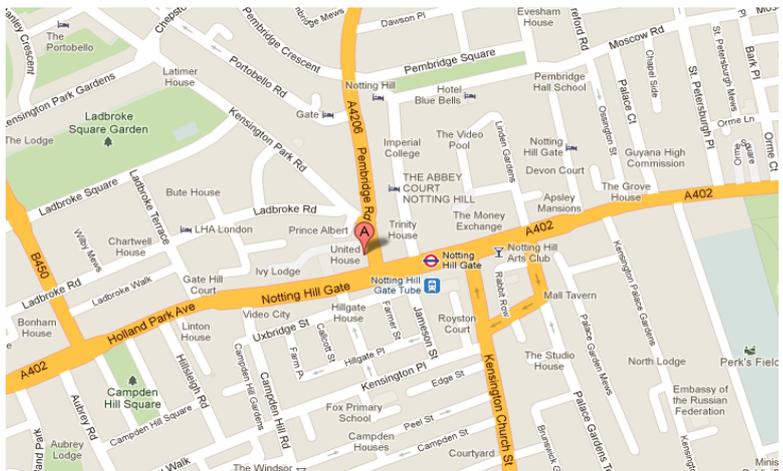
London Holborn

1st Floor
Northumberland House
303-306 High Holborn
London
WC1V 7JZ



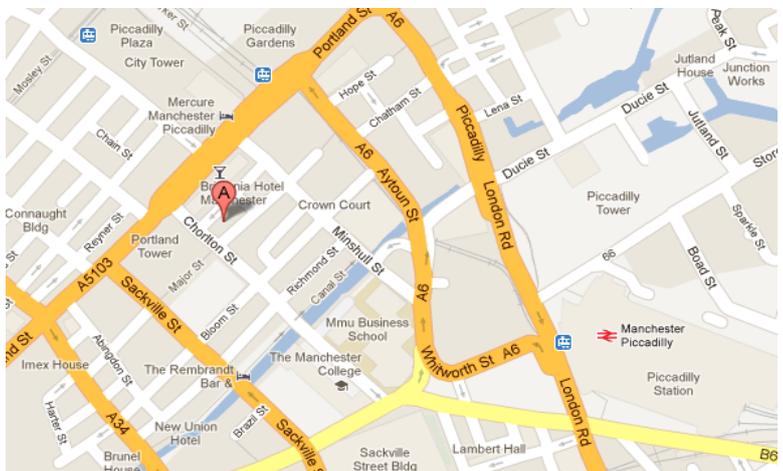
Notting Hill

1st Floor United House (Opposite
Foxtons)
9 Pembridge Road
London
W11 3JY



Manchester

6th Floor
Arthur House
Chorlton Street
Manchester
M1 3FH



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

www.holborntesting.co.uk