Typaz Professional 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: The course is delivered online so you will need broadband Internet access, as well as Flash Version 9 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 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 40-60 words (and beyond) are achievable. Learners achieving 60wpm will receive the BCS Level 2 Gold Award.

Course Content

- The course comprises 10 keyboard lessons to introduce and consolidate the alpha-numeric keys. The high-end learning material is: Keypad Lessons, Accuracy Challenge, Speed Challenge, Advanced Challenge, 'The Planets', 'Senses' and 'Metals'.
- 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.
- Up to a maximum of 6 exam attempts to obtain the Gold award (60 words per minute) in the BCS Level 2 e-type typing qualification. Any candidate who does not reach the Gold award during their 6 attempts may still gain the Bronze (20 wpm) or Silver (40 wpm) BCS Level 1 qualification.

Benefits:

- Improved performance for anyone using a keyboard and vital preparation for core office and word processing training, and the ability to type accurately at around 30-60+ wpm.
- Flexible learning via the internet, self-paced, blended learning – software; workbook and supervisor support.

Course duration: Up to 70 hours

Price: £551.25 – *includes workbook, exam and certificate*

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

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Notting Hill: 020 7792 5214

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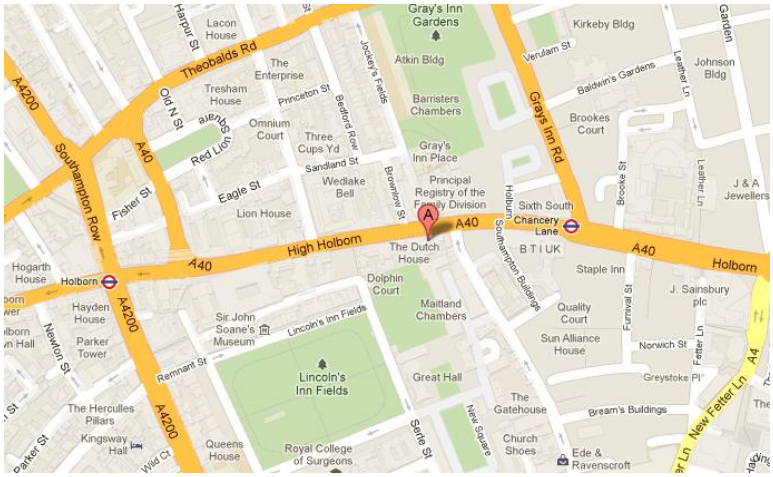
www.holborntraining.co.uk

How to find us:

Get the Pitman Advantage™

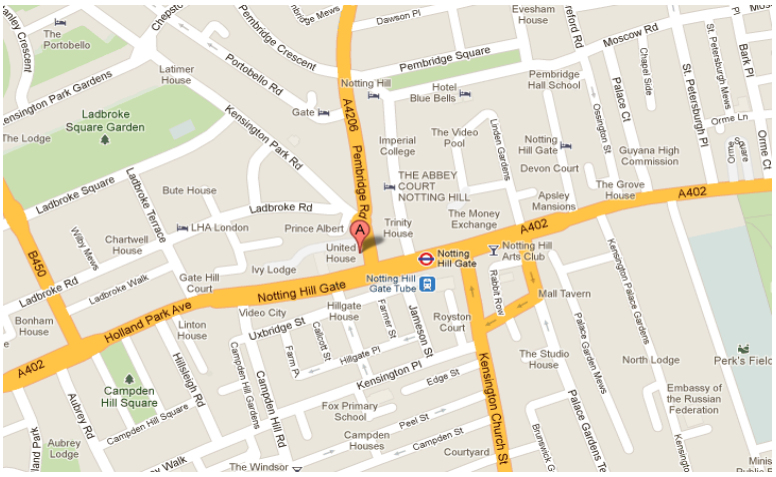
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