Typaz Professional with Pitman Training

An online touch typing course, Typaz Professional lets you learn to touch type with greater speed and accuracy at locations to suit you - our dedicated training centres, at work or home with full flexibility to suit your timetable.

With our typaz online course we'll increase your work-rate and help you learn to touch-type at up to 20-40 words a minute; what a difference that will make to your productivity and daily work!

With centres in handy locations and a course advisor always on hand to give you help and support when you need it, Pitman Training offers training that's designed to fit around your needs.

The typaz software works with you and adjusts automatically to your individual learning path and the course workbook lets you keep the information from your touch typing lessons for reference; a handy guide to your step-by-step progress.

And you can progress even further if you move on to our Effective Business Communications or Microsoft Office courses. Pitman Training also offers a comprehensive range of specialist secretarial diplomas that can help maximise your career and earning potential, such as our highly respected Secretarial Diploma.

Designed for

This course is great for anyone who wants to save time and effort when typing up letters, reports etc. It can be studied at times to suit you so you can build up your skills in your free time around existing work and family commitments.

Aims and Objectives

Typaz Professional will teach you how to touch-type quickly and accurately and, speeds of up to 60 wpm (words per minute) are definitely achievable.

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.**
- **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 enable different learning speeds and styles.**
- **The ability to type accurately at around 30-60+ 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.**
- **Increased likelihood of achieving the Gold award (60 WPM) of the BCS Level 2 Certificate in Touch-typing (e-type) qualification.**

Course duration: Up to 42 hours

(actual course duration will vary from individual to individual, based on prior skills and application)

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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▶ Secretarial & PA ▶ Administration ▶ Personal Development ▶ Shorthand ▶ Bookkeeping & Accounts