

Typaz Speed with Pitman Training

Touch-typing is a skill in high demand, but choosing the right touch typing training is vital. Ours is the very best - and the Pitman Training name on your CV is worth its weight in gold.

With our typaz speed course we'll increase your work-rate and help you learn to touch-type at up to 40-60 words a minute; what a difference that will make to your productivity and daily work!

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.

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

- Those wishing to build on skills gained in their typaz (up to 25 hour) course.
- Those aiming for a Pitman Training certificate at this level
- Those aiming for a BCS Level 2 Gold Award (60 wpm)

Prerequisites

Prior learning on the typaz (up to 25 hour) course.

Aims and 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 60 wpm will receive the BCS Level 2 Gold Award.

Course Content

- **The high-end learning material is: Numeric Keypad Lessons, Accuracy Challenge, Speed Challenge, Advanced Challenge, 'The Planets'. The course lasts up to 15 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.**

- **Comprehensive, easy to understand accuracy and speed feedback.**
- **Up to 3 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 attempts may still gain the Bronze (20 wpm) or Silver (40 wpm) award.**

Benefits

- **Flexible, self-paced, blended learning - software; workbook and supervisor support. These enable different learning speeds and styles and a wide choice of training locations and times**
- **Improved performance for anyone using a keyboard and vital preparation for core office and word processing training.**
- **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.**
- **Increased likelihood of achieving the Gold award (60 WPM) of 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).**
- **The opportunity to gain a Pitman Training Certificate.**

Course duration: Up to 15 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...

City of London: 020 7256 6668 Oxford Circus: 020 7580 1651

web: www.pitmanlondon.co.uk email: courses@pitmanlondon.co.uk



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