



Typaz Professional

For those needing high proficiency at touch-typing and keyboard skills. The course lasts up to 42 hours and includes the alpha-numeric keys and high-end learning materials.



IS THIS FOR YOU?

This course is great for anyone who works in Office Administration and would like 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.

ABOUT THIS COURSE

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

Over 10 keyboard lessons and more, we'll train you to high proficiency. This touch typing course also carries the prestigious Pitman Training name - well worth having. Accuracy, speed, ergonomics and good technique are all on the menu, and the software is cleverly designed to adapt to your individual learning path. Your workbook, which accompanies your touch typing lessons is yours to keep at the end of your course.

You'll be ideally placed to move on to our Effective Business Communication or Microsoft Office courses. Pitman Training also offers some of the most highly respected secretarial diplomas anywhere - so if you really want to enhance your career prospects and earning potential, why not consider one of our Secretarial Diplomas?

What is included in this course?

There are 10 lessons in this course which build your proficiency step-by-step and builds on skills learnt in the previous lessons. At the end of each lesson you can either do further practice with an extension exercise or, if you feel ready, move onto the next lesson.

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.

RE-REQUISITES

There are no pre-requisites required for this course.

CAREER PATH

Whilst gaining proficient touch-typing skills will help no matter your career choice, having such skills can lead to rewarding office administration careers such as Secretary, Senior Administrator, Personal Assistant (PA).

COURSE DURATION: 42 HOURS

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



CPD POINTS: 42

(Awarded CPD points upon successful completion).

To find out more about this or any of our courses, speak to one of our course advisors.

The best way to predict the future **is to create it.**

To discuss your current skills and aspirations, or to book your course, call...

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