Typaz Speed

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!

This course aims to help you increase your 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 are achievable.

This course is for anyone with some basic touch typing experience who wishes to increase their speed and accuracy levels.

COURSE CONTENT

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.

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 Communication 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.

- **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.**

PREREQUISITES

We would recommend that you already have some existing, proven touch typing abilities. For example if you have studied the first typaz course, this would be an excellent next step.

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 are achievable.

CAREER PATH

We know that administrative careers require a good level of touch typing ability due to the nature of the work that is undertaken, but touch typing is a skill that can be utilised and beneficial in many careers. So whether you're a Medical Secretary, PA, EA or an Accountant, Manager or MD, learning how to touch type will see you reap the rewards in time saved and increased productivity.

COURSE DURATION: 15 HOURS
(Actual course duration will vary from individual to individual, based on prior skills and application).

CPD POINTS: 15
(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.**