

# Typaz 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 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.

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 perfect for anyone needing touch-typing skills to save time and effort on the keyboard. Even if you have existing typing skills and want to improve, this course will teach you techniques to work on to increase your speed and accuracy.

## Aims and Objectives

A simple but obvious objective of this course – to teach you to touch type quickly and, importantly, accurately. If this is what you're looking for, then this is the course for you!

Also a great course for anyone looking to go on to gain a Level 2 touch-typing qualification.

## Prerequisites

None

## Course Content

- **The course comprises 10 keyboard lessons to introduce and consolidate the alphanumeric keys. Punctuation and symbols are also covered.**
- **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.**

## Benefits

- **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 work together to create a course specific to your learning requirements.**
- **The ability to type accurately at around 20 - 40+ 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.**

You can opt to take with us the BCS typing qualification exam. You have up to 3 attempts to obtain the Bronze award (20 - 39 words per minute - Level 1) or Silver award (40 - 59 words per minute - Level 2). Any candidate who reaches 60 or more words per minute will gain the Gold award. (If you reach Gold before your third attempt, you have reached the top certificate and your remaining exam attempts will be removed from the exam system). Please tell us if you want to take the e-type exam before you start the course – unfortunately we cannot provide this once the course has started.

## Course duration: Up to 25 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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