

### Computer Keyboard Skills (Online)

**Designed for:** Those who wish to learn to touch type accurately at approximately 15-25 words per minute.

**Prerequisites:** At a Pitman Training Centre – none  
At home/work – familiarity with using the Internet

**Objectives:** To learn to touch type accurately

#### Course Content

- 24 modular units to introduce and consolidate the alpha-numeric keys
- Web-based – anytime, anywhere training
- Learning management system (LMS) providing reporting and tracking
- Online/offline functionality to reduce internet connection time
- Audio on/audio off functionality
- Workbook with exercises
- Course introduction, ergonomics, interface guide
- 24 units teaching and consolidating letters, numbers, capitals and punctuation
- ‘Pitman Training Olympics’ typing games
- Accuracy and speed feedback on completion of each unit
- Mock exam
- Final exam (to be completed at PTC only)
- Pitman Training Certificate on successful completion

#### Benefits

- The ability to type accurately at 15-25 words per minute
- Contributes towards NVQ ‘Using Information Technology’ and ‘Administration’
- Increased work performance for anyone using a PC
- Essential preparation for core office and word processing training
- A wide choice of training locations and times, and the flexibility and value of self-study training methods that allow for different learning speeds and styles
- A personalised workbook with hands on exercises, which complements the audio, to provide step-by-step learning and a future reference manual
- The opportunity to gain a Pitman Training Certificate

**Course duration:** 18 hours

**What next:** Faster Keyboarding Part I  
Effective Business Communication  
Microsoft Office Courses