

# Keyboard Speed Development

- Designed for:** Secretaries and other individuals for whom typing is a major part of their job function.
- Prerequisites:** Typing experience and keyboard awareness.
- Objectives:** Increased speed, dexterity, accuracy and overall productivity.

## Course Content

- Four stages ranging from 25-70 wpm, which aim to increase speed, dexterity, accuracy and productivity
- Graded copying exercises to emphasise different points of technique for flexibility and dexterity
- Use of speed tapes using timed dictation for pacing against targets

## Benefits

- The ability to type accurately at speeds of up to 70 words per minute.
- Increased work performance towards job improvements
- A personalised workbook, with glossary and hands on exercises, to provide step-by-step learning and a future reference manual
- Core skills towards OCR word processing examinations
- The opportunity to gain a widely recognised qualification, a Pitman Training Centre

**Course duration:** 20 Hours Per Stage

**What next:** Word 2003

Effective Business Communication