Computer Keyboard Skills using e-type

Course Length: 30 hours flexi-study

Possessing good keyboard skills means being able to touch-type. All work carried out on a keyboard is far more productive once this skill has been mastered. These days touch-typing skills are no longer the sole domain of secretaries and PA's - we're all typists now! This means that if you use a computer for the following tasks, and many others, then e-type is a perfect way to develop your skills:

- Data entry
- Producing word processing documents
- Writing emails
- Working on spreadsheets
- Internet research
- Customer correspondence

Both speed and accuracy will improve by following the e-type program. You only have to learn touch-typing once in your lifetime if you learn it properly!

e-type has been designed to be a flexible and fun way to learn how to touch-type. You can learn at your own pace without any pressure and there is a chance for you to practice at home and at your PC in work.

It's great for beginners as an introduction to a computer and also for those who have been using a computer for years but have developed a habit of being a two finger typist. You'll be amazed at how learning to touch-type will increase the speed at which you can use a computer.

If you are an employer it is a fantastic way to achieve efficiency and cost savings.

Certification

A certificate is issued by the British Computer Society (BCS) following successful completion of the course, showing the speed and accuracy achieved from the best of 3 possible attempts. This is the **ONLY** recognised touch-typing qualification on the National Qualifications Framework (NQF).

The use of modern audio-visual techniques allows students to work at their own pace. The duration of the course may therefore vary.

What Next?

- Keyboard Speed Development
- Word Processing (Beginner, Intermediate and Advanced)
- OCR/RSA Text Processing Examinations Level 1, 2, and 3