

Shorthand For Beginners

Pitman Training UK: Self-Paced Online Course

Designed for: Individuals who want core skills in a widely recognised shorthand system, including secretaries, students and journalists.

Prerequisites: None.

Objectives & benefits: To learn Shorthand using the Teeline method with a speed of up to 70 wpm

Cost: 24000

Course Content

- The course consists of three stages which should be completed in quick succession to avoid 'learning gaps'.
- Stage 1: Simple introduction to Teeline; Parts 1 and 2 of a 4 part programme; training to reach 40-50 wpm with a reasonable vocabulary; two test papers.
- Stage 2: Completes the theory of Teeline; Part 3 of the programme; training to reach 50-60 wpm; one test paper.
- Stage 3: Speed building and vocabulary extension; Part 4 of the programme; training to reach 60-70 wpm, the RSA standard; one test paper.

Shorthand Speed Development

Pitman Training UK: Self-Paced Online Course

Designed for: Individuals who use any shorthand system and who wish to improve their speed.

Prerequisites: Familiarisation with a Shorthand system such as Pitman or Teeline

Objectives & benefits: A steady increase in speed, dexterity and mental word-holding.

Cost: 6500 (MUR)

Course Content

- Use of dictation material between 30 to 140 wpm, with varied content eg. Literary, parliamentary and company reports, commercial, general interest etc.
- Some theory and practice work outside the time spent at the centre

Business Document Production

Designed for: Those who wish to gain an OCR Level 2 Certificate or Diploma in Text Processing

Prerequisites: Familiarity with a word processing program and keyboarding skills

Objectives & benefits: To prepare those who wish to take the OCR Text Production examination at level 2 (mandatory unit of the Text Processing Certificate or Diploma)

Cost: 5,500

Course Content

- Lesson One – Including: Keying in a business letter using the correct layout, keying in a memo and a report, recognising spelling errors and correcting them, correctly expand abbreviations, changing line spacing within a document, emphasising text as instructed
- Lesson Two – Including: Recognising and interpreting amendment and correction signs in order to produce correct copy, producing a letter and memo that include a special mark, locating and incorporating a forward date, keying in a report with a change of line spacing.
- Lesson Three – Including: Producing documents from written draft that includes special marks and continuation pages, recognising and correcting errors of agreement, transposing text vertically, inserting missing punctuation, locating and correctly inserting text not included in the written draft, being aware of the importance of consistency of style in relation to figures
- Lesson Four – Including: Keying in a letter, memo and report observing all instructions, locating and correctly inserting information contained in another document. Completing the three documents within 1¼ hours. Revision of all topics covered in the course.