

## 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 & benefits:** To learn to touch type accurately

**Cost:** 7000 (MUR)

### 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

# 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 & benefits:** Increased speed, dexterity, accuracy and overall productivity.

**Cost:** 7500 (MUR)

## 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

# Numeric Date Entry

Pitman Training UK: Self-Paced Online Course

**Designed for:** Anyone who regularly input figures into a computer and therefore need to improve productivity by learning to touch-type the number keys.

**Prerequisites:** None

**Objectives & Objectives:** To teach students how to touch-type the numeric keypad.

**Cost:** 6500 (MUR)

## Course Content

- The home keys.
- Keys 7, 8 and 9.
- Data entry work.
- Keys 1, 2 and 3.
- Keys 0 and the decimal point.
- Arithmetic operators.
- Using Microsoft Excel.
- Using Microsoft Access.
- Additional Exercises.

# Audio Transcription Level 1

**Designed for:** Those wishing to learn audio transcription skills. The course is also suitable for students who wish to gain an OCR examination in Text Processing Level 1 Unit 2 Audio Transcription (Basic)

**Prerequisites:** Word processing skills to core level

**Objectives:** To achieve audio transcription skills to the OCR Text Processing Level 1 Audio Transcription (Basic) syllabus

**Cost:** 3500 (MUR)

## Course Content

- Lesson 1: Effectively operate the audio transcriber, transcribe sentences, the use of the comma, and transcribe paragraphs, which include initial capitals.
- Lesson 2: Transcribe sentences displayed in double line spacing, transcribe a short report with the heading in capitals, and transcribe a business memo and a report displayed in double line spacing.
- Lesson 3: Transcribe commonly mis-spelt words; transcribe two business letters and a business memo.
- Lesson 4: Transcribe sentences containing similar sounding words (homophones), transcribe a report and change line spacing as instructed, and transcribe a business letter with enclosure.
- Lesson 5: Transcribe a short report containing commonly mis-spelt words at increased speeds, transcribe a longer report and change to single line spacing as instructed, transcribe a memo containing measurements.
- Lesson 6: Transcribe a memo with emphasised text. Transcribe two business letters.