

Certificate in Computer Typing (ENGLISH)

Typing classes are available for individuals who wish to enhance their keyboarding skills or get certified for job applications or to become more efficient typists. They can be completed as standalone courses or as part of stenography course.

Typically, typing courses are offered through software based course, but they can also be opted on a manual typewriter although on a rare basis.

Here is an outline of common concepts taught in typing courses:

- Digit placement and positioning
- Key functions
- Software literacy
- Typing accuracy
- Speed-typing
- Practical applications

