



Cambridgeshire
County Council

COMMUNITY EDUCATION CITY OF ELY COMMUNITY COLLEGE

Course Information



Touch Typing

Start Date	24 th April 2012	
Time	7.00pm until 9.00pm	
Day of week	Tuesday	
Number of Weeks	6	
Venue	City of Ely College	
Full Course Fee	£55	
Concessionary Fee	£45	
Additional Course Cost (e.g. visits, materials, books, assessment fee, equipment)		
Course Level:	Mixed ability	x
	Pre Entry	
	Level 1	
	Level 2 - equivalent to GCSE or NVQ2	
	Level 3 Equivalent GCE A Level	
Any skills or qualifications needed for entry into the class		
Materials required for first class	Pen, Note book, folder to put work into	
Course description - Including aims & objectives		
To learn touch typing of alphabet keys & numeric pad, tutor led		
Learning outcomes: Teaching learning methods used		
<p>Top be able to touch type at 20+ words per minute, depending on attendance & whether able to practise between sessions.</p> <p>Use of drills to learn keys.</p> <p>One minute timed drills to increase speed & accuracy. General typing practice of articles etc.</p>		
How progress and success will be recorded		
Tutor assessment in class, assessment of speeds & accuracy achieved in timed drills &		

typing practice sessions. Records of these will be kept.

Any further next steps	
Computing for Beginners at Ely College, to learn the basics of Word, Excel & Powerpoint	
What else will you need to do	We ask all students to complete an enrolment form which asks for details required by the learning & skills council & the county council and is a requirement of entry to the course. We ask for full payment prior to the course beginning.
What else do we ask of you	Please can you let us know if you have any attendance problems and if you are not able to attend the class.
How do we know if you are happy with your course	We will ask you to complete a course evaluation, giving us your feedback on the course, tutor & college. You are always welcome to feedback directly to us at any time during your course. We welcome feedback & comments to help us improve our services & courses.

Equalities Statement

"The County Council operates an Equality of Opportunity Policy. We will ensure that resources and equipment are accessible to all and make reasonable adjustments to ensure that all can access activities. If you have any specific needs which might affect your learning you are entitled to a confidential interview where we can look at the support you require. We believe that everyone is entitled to learn in an environment that is free from discriminatory behaviour so that we build a learning community based on mutual respect and trust."

Contact for further information

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