

<b>Course Title</b>	<b>LEARN TO TOUCH TYPE</b>
<b>Duration</b>	<b>15 weeks</b>
<b>Starts</b>	<b>Friday 2 March 2007</b>
<b>Classes Meet</b>	<b>Friday 9.30 am – 11.30 am</b>
<b>Venue</b>	<b>Siskin School, Nimrod Drive, Rowner, Gosport</b>
<b>Course Code</b>	<b>A724</b>
<b>Cost</b>	<b>£42.40 Full payment</b> <b>£31.88 Students and 60+</b> <b>£30.00 Means Tested Benefit (deducted from exam fees)</b>

## **SUPPORT WITH CHILDCARE COSTS**

- **HOW TO ENROL**

Enrolment is easy:

- payment by cash, credit/debit card or cheque (make payable to St Vincent College)
- if you are claiming a fee remission for unemployment or Means Tested Benefit, please bring/send proof for our records.
- in person at the NVQ Office, Royal Sailors' Rest, Grange Lane, Rowner.
- by post (no cash) to NVQ Office, Royal Sailors' Rest, Grange Lane, Rowner, Gosport, PO13 9RX.

If after two weeks you are unhappy with your course we will transfer you to another that is more suitable to your needs if available. A full refund will be given for all classes cancelled by the centre. For details of our Refund Policy, please refer to the St Vincent College brochure.

**TO RESERVE A PLACE PLEASE TELEPHONE**  
**☎ 023 9242 1024**

\* Further details available overleaf

**Course Title        LEARN TO TOUCH TYPE**

This course is for those students wishing to learn to touch type using a standard keyboard. No previous knowledge is necessary.

You will be taught through the use of practical exercises and one to one coaching. Your progress is assessed individually and will be marked and returned to you for feedback.

Some students may wish to practise at home if they have access to a suitable keyboard.

This course will enable you to achieve the ability to touch type accurately using all fingers, also you will be working towards a recognised qualification.

The OCR Copy Typing Speed Skills qualification comprises of a speed test aimed at individual ability starting at 20 words per minute (wpm).

A fee will be charged for the examination.

*If you would like help choosing your next step in work, learning and leisure  
please Claire on 023 9242 1024*

**Please Note: All information is correct at the time of publication but may be subject to change.**