

COURSE BROCHURE

English Touch Typing - Speed and Accuracy

Diploma, Vocational & Skills / Shorthand, Stenography and Office Skills

<div>One-time full-course fee</div> <div>INR 1,499</div>	<div>Access</div> <div>12 months course access</div>
<div>Study plan</div> <div>4-week suggested practice plan; self-paced</div>	<div>Learning format</div> <div>8 listed written lessons with practice and self-assessment. Physical-keyboard practice covering QWERTY movement, punctuation, numbers, sustained copy typing, proofreading and office documents, with a timed practice lab and self-assessed portfolio. Project prerequisites: Basic English reading and access to a physical keyboard.. Not included: Live classes, recorded human dictation, individual marking, accredited certification and guaranteed speed, examination selection or employment are not included..</div>

Programme overview

Physical-keyboard practice covering QWERTY movement, punctuation, numbers, sustained copy typing, proofreading and office documents, with a timed practice lab and self-assessed portfolio.

Who this is for

- 1

Basic English reading and access to a physical keyboard.
- 2

Not included: Live classes, recorded human dictation, individual marking, accredited certification and guaranteed speed, examination selection or employment are not included.

Published topics and learning focus

- 1 Keyboard control
- 2 Sustained typing and document delivery

Before you choose

- 1 These are published programme highlights, not certification of complete syllabus coverage. Review the available reading index and programme trial before enrolling.
- 2 ZELVU provides learning support. It does not award the underlying degree, professional registration or an examination result.
- 3 Current checkout terms and refund policy apply. Payment and access require successful provider verification.

Take the next step

Explore the programme trial

View current details, scope and terms

Ask ZELVU about this programme

Save this brochure for reference. Details can change: confirm the current programme page and checkout before making a purchase.