

Course Code: C692

Intermediate ISO Keyboard Speed Typing Course

COURSE INFORMATION

Sessions
3 days

Duration
3.5 hrs

Level
Beginner to
Intermediate

Assessment
NA

VENUE

12 Woodlands Square #07-85/86/87 Woods Square Tower 1, Singapore 737715. 5 mins walk from Woodlands (NS9) MRT station.

The venue is disabled-friendly.

WHAT'S THIS COURSE ABOUT

Introduction to the Desktop Computer Keyboard as a Typewriter.

Set-up Power Management & Desktop Display & Sound Settings.

Organise your Workspace Desktop & Lighting Environment.

Introduction to Desktop & Laptop Keyboard with Basic Keyboard Keys.

Upright Sitting Position & Centralise your Desktop Alignment.

Introduction to Qwerty Keyboard Position with Hands & Fingers Accuracy Chart.

Installation of software application into your Windows PC computer.

Hands-On...

COURSE FEE

Full Fee S\$350.00 Before GST

GST S\$31.50 9% of fee

Total Payable S\$381.50 Including GST

CERTIFICATION

- **Certificate of Completion from Tertiary Infotech** - Upon meeting at least 75% attendance and passing the assessment(s), participants will receive a Certificate of Completion from Tertiary Infotech.

REGISTRATION

<https://www.tertiarycourses.com.sg/intermediate-iso-keyboard-speed-typing-course.html>



SCAN TO REGISTER

SUPPORT

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