

Open Awards Qualification Unit



Form OAQU

This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Touch Typing Skills
QAC Code:	M/508/4660
Level:	Level 1
Credit Value:	3
Minimum GLH:	20

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Be able to use an alphanumeric keyboard to touch type quickly and accurately	1.1 Demonstrate touch typing continuous text including capitalisation, punctuation, spacing, numbers and symbols
	1.2 Type at a minimum speed of 20 words per minute
	1.3 Achieve a minimum typing accuracy of 95%