Open Awards Qualification Unit

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1 Unit Details

Unit Title:	Touch Typing Skills
QAC Code:	T/508/4661
Level:	Level 2
Credit Value:	5
Minimum GLH:	40

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 40 words per minute
	1.3 Achieve a minimum typing accuracy of 98%