



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Keyboard Skills for Data Entry and Typing

Culture and Arts / Music

Unit Standard 261258 · NQF Level 4 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the fundamental keyboarding skills necessary for efficient data entry and typing tasks in a business environment. Participants will develop speed, accuracy, and ergonomic practices to enhance productivity and reduce the risk of repetitive strain injuries.

Category	Culture and Arts
Subfield	Music
Unit Standard	261258
Accreditation	SAQA Accredited · NQF Level 4 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate correct posture, hand placement, and ergonomic techniques to prevent injury during prolonged keyboard use.
- Apply touch-typing methods to achieve a minimum typing speed of 25 words per minute with 90% accuracy.
- Identify and use all keys on a standard QWERTY keyboard, including function keys, numeric keypad, and special characters.
- Implement efficient data entry strategies such as using keyboard shortcuts and avoiding mouse dependency.
- Analyze and correct common typing errors to improve overall accuracy and speed.
- Evaluate personal typing performance and set goals for continuous improvement.

WHO SHOULD ATTEND

- This course is designed for administrative staff, data capturers, call centre agents, and any individuals who regularly use a keyboard as part of their daily work and wish to improve their typing efficiency.

COURSE OUTLINE

Day 1: Introduction to Keyboard Skills and Ergonomics

- Overview of data entry and typing standards in SAQA context.
- Ergonomics: chair height, monitor position, wrist rests.
- Keyboard layout: alphabetic keys, numeric keypad, function keys.
- Home row keys and proper finger placement.
- Touch typing fundamentals: avoiding pecking.
- Introduction to typing software and online tools.
- Warm-up exercises for finger dexterity.
- Common mistakes and how to avoid them.

Day 2: Building Speed and Accuracy

- Speed-building exercises: drills on letter pairs.
- Accuracy techniques: focusing on rhythm over speed.
- Timed typing tests: 1-minute and 3-minute sessions.
- Common word patterns in business correspondence.
- Using online typing tutors for feedback.
- Error analysis: tracking and reducing mistakes.
- Introduction to numeric keypad speed drills.
- Practice with capital letters and punctuation.

Day 3: Numeric Data Entry and Keypad Proficiency

- Numeric keypad layout: home row (4,5,6) and finger assignment.
- Drills for single-digit and multi-digit numbers.
- Entering decimals, percentages, and currency symbols.
- Data entry from printed forms and spreadsheets.
- Timed numeric entry tests.
- Common numeric entry errors and corrections.
- Combining alphabetic and numeric entry.
- Use of spreadsheet software for data input.

Day 4: Advanced Typing Techniques and Document Formatting

- Keyboard shortcuts: copy, paste, save, undo, etc.
- Formatting documents: bold, italic, underline, bullet points.
- Typing tables and lists.
- Proofreading techniques: spell check and manual review.
- Handling special characters and symbols.
- Typing from audio dictation (if applicable).
- Speed-building with longer passages.
- Simulated data entry tasks with deadlines.

Day 5: Integration, Assessment, and Workplace Application

- Mock data entry projects: invoices, forms, reports.
- Final timed typing test (both alphabetic and numeric).
- Review of common workplace documents.
- Self-assessment and goal setting.
- Overview of SAQA unit standard 261258 requirements.

- Certification and further training opportunities.
- Q&A; and troubleshooting common issues.
- Course wrap-up and feedback.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **8 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 23,000.00	R 23,000.00
1	In-House	R 29,900.00	R 29,900.00
1	On-Campus (Pretoria)	R 34,500.00	R 34,500.00

UPCOMING SESSIONS

No sessions are currently scheduled. Please contact us to arrange a session at a time and location that suits your team.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 261258) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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