

School Holiday Program

Learn to Touch Type

Maxis Solutions – Computer Training Centre
208/3-9 Spring Street, Chatswood NSW 2067
Opposite Westfields – Behind NRMA building

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Developing correct usage and good habits in using the keyboard efficiently is essential in today's world.

At Maxis Solutions we focus on:

- Developing the correct finger technique
- Increasing speed
- Increasing accuracy

Our typing program provides the students with an instructor who can familiarise students with keyboard layout, including alphabetic, numeric and special purpose function keys. We give students the opportunity to develop good typing disciplines which helps them to build confidence and enjoyment in using the computer.

Sound effects and animation are used to make learning-to-type fun (and funny). Animated displays are used to show proper fingering and highlights the correct key when needed.

We use 5 different typing programs to ensure students maintain their motivation and to ensure the learning experience is enjoyable.

Cost \$165 Duration – 10 hours Centre Based Training (2 hours x 5 days)
A 20% discount is applied if a second child from the same family attends at the same time.



Schedule – Course is 10 hours per week

Monday 15th December to Friday 19th December 2008
Time – 9.30 am to 11.30 am

Monday 19th January to Friday 23 January 2009
Time – 9.30 am to 11.30 am

Teaching Keyboard Typing Skills

The following points outline why it is important to provide direct tuition in keyboard skills rather than allow young people to evolve their own typing style and habits.

- A lack of keyboard skills can make school work at the computer, very time consuming & frustrating.
- Lack of keyboard skills can impede creative thinking and creative writing.
- Familiarity with keyboards helps to generate confidence in using the computer.
- There are potential health risks associated with poor keyboard skills, especially upper limb disorders (including pains in the neck, arms, elbows, wrists, hands and fingers), which are often known as repetitive strain injury or RSI.

Lesson Time

- ✓ Typing course sessions are 2 hours during the school holidays.
- ✓ The school holiday program is for 5 days @ 2 hours per day, a total of 10 hours.
- ✓ Children's active learning time is about 25 minutes when they physically applying themselves.
- ✓ Motivation drops away in longer lessons, while shorter periods may not allow learners to make enough progress
- ✓ We motivate students with short fun breaks along with incentives to encourage children to continue participating and enjoying the typing lessons. This ensures they continue for the 2 hour period.
- ✓ A Certificate listing the level achieved will be issued at the end of the course.
- ✓ A training card is provided (to keep) that demonstrates finger/key placements.