

Executive Typing

Learn to Type

BSBITU307 Develop keyboard skills
Nationally Endorsed Industry Competency

Darwin

**Human Resource &
Computer Academy**

training for your future

GENERAL INFORMATION

Duration

30 hours ~ 2 hrs per day
Consecutively

Cost

\$495 GST- Exempt

Prerequisite

Experience with Windows

Expected Outcome

By the end of the course the participant should be able to perform the following:

CONTENTS

Use Safe Work Practices

- Workspace, furniture and equipment are adjusted to suit the ergonomic requirements of the user
- Work organisation meets organisational and occupational health and safety requirements for computer operation

Identify and Develop Keyboard Skill

- Keyboard functions identified and applied
- Touch typing technique applied to complete a task
- Speed and accuracy developed in accordance with workplace requirements for level of responsibility

Check Accuracy

- Document proof read carefully to identify errors
- Document amended, errors corrected and final accuracy check completed

COURSE OUTLINE

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For bookings contact us on:

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