

# 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

#### Cost

\$550 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



NATIONALLY RECOGNISED  
TRAINING

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