Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Master Chinese computer input techniques
2. Code	PPPRPE201A
3. Level	2
4. Credit	6
5. Competency	Performance Requirements
	5.1 Master keyboarding techniques ♦ Master use of all character keys and function keys on Chinese and English keyboards
	5.2 Master Chinese input techniques ♦ Apply Chinese character decomposition method flexibly
	5.3 Perform flexible keyboarding for Chinese and English text input ♦ Able to use keyboard flexibly for Chinese and English text input
6. Range	Use keyboarding skills to handle Chinese and English text input according to specific requirements and perform related tasks in various departments of a printing enterprise.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to perform flexible keyboarding for Chinese and English text input.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer operation.