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

1. Title	Use Chinese and English input techniques
2. Code	PPPRPE101A
3. Level	1
4. Credit	9
5. Competency	Performance Requirements
	5.1 Use keyboarding techniques - Use all character keys on keyboard for Chinese and English - Identify all function keys on Chinese and English keyboard 5.2 Use Chinese input techniques - Use character decomposition method for Chinese
6. Range	Use keyboarding skills to handle Chinese and English text input according to instructions and perform related tasks in various departments of an enterprise.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to use keyboarding techniques properly for Chinese and English text input.
8.Remarks	This unit of competency is applicable to printing industry practitioners in general.