

# PATRICK'S COLLEGE AUSTRALIA

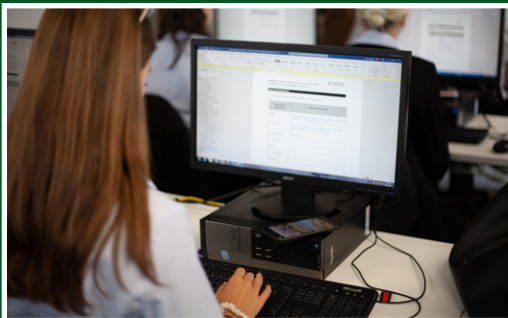
FOUNDED IN 1923 – ST PATRICK'S BUSINESS COLLEGE



For almost 100 Years, we have been training our Business Administration students to type at the speed and accuracy appropriate for multi-national law firms and government offices. In 2021, we have decided to offer short courses in keyboarding / touch-typing to the general public. There are many online programs which claim to teach keyboarding / touch-typing but we believe that it is absolutely necessary to teach such skills in-person and in a class environment. Our in - person shortcourses will increase your efficiency and employability in the workforce.

*Become an Expert Typist with Patrick's – the College where Sydney's most highly sought-after PAs and Secretaries train.*

***Open to Schools, Groups, Individuals, Companies, University Students, Secretaries etc.... We can come to you or you can come to us.***



*Receive a Speed Statement / Certificate with your WPM (Words Per Minute) and Accuracy in accordance with Australian Standards AS2708-2001 and a Certificate of Attendance.*



**Mrs Sandra Newdick**  
**Expert Typing Teacher and Examiner**

Sandra has been teaching for over fifty years in vocational education and is an expert examiner in keyboarding and document production. As well as several qualifications in business administration, Sandra has completed a Teacher's Diploma with Pitman's in London, UK. Her teaching style is also complemented by many years of experience as a secretary and office manager herself.

**Turn over for more information....**

# PATRICK'S OFFERS THREE LEVELS OF CERTIFICATION IN KEYBOARDING / TOUCH – TYPING: BASIC, INTERMEDIATE AND ADVANCED.

## 1. BASIC – SUITABLE FOR HIGH SCHOOL STUDENTS, UNIVERSITY STUDENTS / GRADUATES, OFFICE WORKERS.

- Hours: 3 hour Masterclass
- Learn posture, control, placement, ergonomics, WHS, positioning of fingers on keys, accuracy, industry expectations. You will be examined using basic speed testing in accordance with Australian Standard AS2708-2001 and receive a Certificate with your Words Per Minute (WPM) and Accuracy.

## 2. INTERMEDIATE – SUITABLE FOR PEOPLE WITH PRIOR OFFICE ADMINISTRATION EXPERIENCE OR GRADUATES OF THE BASIC LEVEL.

- Hours: 8 Hour Masterclass (Full Day)
- Includes Speed Testing, Speed Drills, Understanding the Keyboard in more detail, Concentration Techniques and Intermediate Speed Testing where you will be examined in accordance with Australian Standard AS2708-2001 and receive a Certificate with your Words Per Minute (WPM) and Accuracy.

## 3. ADVANCED – FOR GRADUATES OF THE INTERMEDIATE LEVEL.

- Hours: 2 Hour Masterclass
- This includes advanced speed drills and testing, corrections in posture and placement, and a final Speed Test where you will be examined in accordance with Australian Standard AS2708-2001 and receive a Certificate with your Words Per Minute (WPM) and Accuracy.

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**COLLEGE AUSTRALIA**

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Please contact **JACOB MUNDAY**  
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QUOTE and all ENQUIRIES.