

(NATIONALLY RECOGNISED)

### **Create and use simple spreadsheets (BSBITU202A)**

**Source:** Certificate II in Business (BSB20107)

**Course Description:** This unit covers creating and using simple spreadsheets and charts through the use of spreadsheet software.

**Underpinning Skills:** BSBITU101A – Operate a personal computer

**Qualification Issued:** Statement of Attainment

**Study Materials Supplied:** BSBITU202A Workbook

**Course Delivery:** This unit is taught on an independent learning basis, where students work at their own rate through a workbook and series of structured exercises. A facilitator is available during the class to give personal assistance when needed.

#### **Full-time/Part-time Study**

*Length of Course:*

Up to 6 sessions

1 Sessions = 3 hours

Total Course = 18 hours

**(Can be completed over 3 days or up to 10 weeks)**

*Available:*

Monday to Friday from 9.00 to 12.00 and 1.00 till 4.00

**10% DISCOUNT APPLIES TO HEALTH CARE & CONCESSION CARD HOLDERS**