

(NATIONALLY RECOGNISED)

## **Develop keyboard skills (BSBITU102A)**

**Source:** Certificate I in Business (BSB10107)

**Course Description:** This unit covers the development of basic keyboard skills using touch-typing techniques.

**Underpinning Skills:** None

**Qualification Issued:** Statement of Attainment

**Study Materials Supplied:** None

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

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

*Length of Course:* Up to 10 sessions  
1 Session = 3 hours

*Total Course Hours:* 30 hours  
**(Can be completed over 5 days or up to 10 weeks)**

*Available:* Monday to Friday from 9.00 to 12.00 and 1.00 till 4.00

*Additional Materials:* None

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