

(NATIONALLY RECOGNISED)

## **Operate a personal computer (BSBITU101A)**

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

**Course Description:** This unit covers the competencies required to start up a personal computer or business computer terminal, correctly navigate the desktop environment and use a range of basic functions.

**Underpinning Skills:** None

**Qualification Issued:** Statement of Attainment

**Study Materials Supplied:** BSBITU101A 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 4 sessions

1 session = 3 hours

Total Course = 12 hours

**(Can be completed over 2 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

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