

# COMPUTERS FOR BEGINNERS (MACKAY)

*This short course is designed to give novice computer users the skills required to more confidently operate a personal or business computer. You will learn how to start up a computer terminal, correctly navigate the desktop environment and use a range of basic functions.*

### What job could training lead to?

Enhance your capabilities for job roles requiring basic computer skills or simply enjoy learning new your skills to practice on your home computer.

### Am I eligible?

There are no entry requirements.

### What will I receive?

On successful completion learners will receive a Statement of Attainment.

### Can I go on to further training?

Yes. This course covers a unit from the national training package so you may gain recognition of your studies to towards Certificate II in Business or other business qualifications. Depending on your desired outcomes, CQ TAFE has a wide range of training pathways that may suit you.

### How long will the training take?

Duration is ten weeks, undertaking three hours per week.

### Where, when and how can I train?

#### General Public

Location	Notes
Mackay Main Campus	07/10/2009-09/12/2009, Part time, Day, On campus (Classroom / Training Facility), 10 weeks/i day a week., Wednesday 9am - 12 noon

### What else might I find useful?

Information about student support, recognition of prior learning, financial assistance, concessions, study and library assistance can be found at: [www.cq.tafe.qld.gov.au/students](http://www.cq.tafe.qld.gov.au/students) To ensure a place in this course an enrolment form must be completed and full payment received. Enrolments can be made over the phone with a credit card, in person or via mail. Fees may be paid by credit card, cash, EFTPOS or money order.

### Materials / Other Requirements:

All students attending campus must wear covered footwear in accordance with the TAFE safety policy.

### Units of competency

#### Required Units

Unit	Description
BSBITU102A	Develop keyboard skills
BSBWOR204A	Use business technology

### How do I apply and where can I find more information?

Phone the Customer Contact Centre on 1300 CQ TAFE (1300 27 8233) or visit our website: [www.cq.tafe.qld.gov.au](http://www.cq.tafe.qld.gov.au)

Please note:- While competencies listed in the brochure are offered by CQ TAFE, all may not be offered through individual campuses or during the current semester. Unit hours displayed are the typical supervised nominal hours for typical attendance but actual hours can vary. The information contained within this brochure was correct at the time of printing.  
CQ TAFE Ref: BSB20107/1075 Issue 10888 Updated: Thursday, 10 September 2009 Generated: Friday, 18 September 2009