Australian Government

Department of Education, Employment and Workplace Relations

BSBITU101A Operate a personal computer

Release: 1

ISC INDUSTRY SKILLS COUNCILS
Creating Australia's Future

BSBITU101A Operate a personal computer

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to start up a personal computer or business computer terminal; to correctly navigate the desktop environment; and to use a range of basic functions. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Application of the Unit

Application of the unit	This unit applies to individuals developing basic skills and knowledge of personal computer operation in preparation for working in a broad range of settings.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Start computer, system information and features	1.1. Adjust workspace, furniture and equipment to suit user *ergonomic requirements* 1.2. Ensure *work organisation* meets organisational and *occupational health and safety* (*OHS*) *requirements* for computer operation 1.3. Start computer or log on according to user procedures 1.4. Identify basic functions and features using system information 1.5. Customise desktop configuration, if necessary, with assistance from appropriate persons 1.6. Use help functions as required
2. Navigate and manipulate desktop environment	2.1. Open, close and access features by selecting correct *desktop icons* 2.2. Open, resize and close desktop windows by using correct window functions and roles 2.3. Create shortcuts from the desktop, if necessary, with assistance from appropriate persons
3. Organise files using basic directory and folder structures	3.1. Create folders/subfolders with suitable names 3.2. Save files with suitable names in appropriate folders 3.3. Rename and move folders/subfolders and files as required 3.4. Identify folder/subfolder and *file attributes* 3.5. Move folders/subfolders and files using cut and paste, and drag and drop techniques 3.6. Save folders/subfolders and files to *appropriate media* where necessary 3.7. Search for folders/subfolders and files using appropriate software tools 3.8. Restore deleted folder/subfolders and files as necessary
4. Print information	4.1. Print information from installed printer 4.2. View progress of print jobs and delete as required 4.3. Change default printer if installed and required
5. Shut down computer	5.1. Close all open applications 5.2. Shut-down computer according to user procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
- literacy skills to identify work requirements, to comprehend basic workplace documents, to interpret basic user manuals and to proofread simple documents   - communication skills to identify lines of communication, to request advice, to effectively question, to follow instructions and to receive feedback   - problem-solving skills to solve routine problems in the workplace, while under direct supervision   - technology skills to use equipment safely while under direction, basic keyboard and mouse skills and procedures relating to logging on and accessing a computer   - basic typing techniques and strategies.
Required knowledge
- key provisions of relevant legislation from all levels of government that may affect aspects of business operations, such as: - OHS   - basic ergonomics of computer use   - main types and parts of computers, and basic features of different operating systems   - suitable file naming conventions.

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: • navigation and manipulation of the desktop environment within the range of assigned workplace tasks • knowledge of organisational requirements for simple documents and filing conventions • application of simple keyboard functions to produce documents with a degree of speed and accuracy relevant to the level of responsibility required.
Context of and specific resources for assessment	Assessment must ensure: • access to an actual workplace or simulated environment • access to office equipment and resources • examples of workplace documentation.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • demonstration of techniques • oral or written questioning to assess knowledge of computer operations and functions • review of shortcuts created • review of folders/subfolders created.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • BSBITU102ADevelop keyboard skills • other general administration units.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Ergonomic requirements may include:	• avoiding radiation from computer screens • chair height, seat and back adjustment • document holder • footrest • keyboard and mouse position • lighting • noise minimisation • posture • screen position • workstation height and layout
Work organisation may include:	• exercise breaks • mix of repetitive and other activities • rest periods • visual display unit (VDU) eye testing
Occupational health and safety requirements may include:	• OHS guidelines related to the use of the screen equipment, computing equipment and peripherals, ergonomic work stations, security procedures, customisation requirements • statutory requirements
Desktop icons include:	• directories/folders • files • network devices • recycle bin and waste basket
File attributes include:	• dates • size
Appropriate media may include:	• CDs • diskettes • local hard drive • other locations on a network • USB/ Flash/Thumb drives • zip disks

Unit Sector(s)

Unit sector	

Competency field

Competency field	Information and Communications Technology - IT Use

Co-requisite units

Co-requisite units		

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