



Get ready for 2020 - Computers for work

State ID: EAB27

About this course

Get ready for your next course or for work

Do you want to **be ready for your next course** or for work next year? Or maybe you need to **improve your computing skills**? If so this 10 week course will help you on your way.

The Get Ready for 2020 - Computers for Work skill set will provide you with the basic skills so that you are job ready. You will gain the information and skills you need to explore your future options.

There are no pre-requisites needed for this course, anyone is welcome. You could also earn credits for ICT10115 Certificate I in Information, Digital Media and Technology.

Details

Semester 2, 2019

Joondalup (Kendrew Crescent) - On Campus - Term 4



Duration: **10 Week/s**



When: **Semester 2, 2019**



How: **On campus**

Units

Core

National ID	Unit Title
ICTICT101	Operate a personal computer
ICTICT102	Operate word-processing applications
ICTICT103	Use, communicate and search securely on the internet
ICTICT104	Use digital devices

Important information

Next course

7 October 2019 - 13 Dec 2019

Timetable

3 days per week, 9:00 am - 2:30 pm

Fees and charges

Approximately \$105.00

Please note, fees are subject to change.