



Get Ready for 2020 - Computers for Work Skill Set

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.



This skill set is related to the Skills Ready program. Other skill sets can be found on our [Courses](#) page, using the *Refine course results>Study mode* filters.

Details

During your course of study, NMTAFE may use a variety of learning practices to ensure you get the best outcome for your learning journey.

This may include online learning, face-to-face classroom, laboratory/workshop delivery, work placement or a combination of these, depending on which is most appropriate.

Semester 2, 2020

Joondalup (Kendrew Crescent) - On Campus - Term 4



Duration: **10 Week/s**



When: **Semester 2, 2020**



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

5 October - Wed 9 December 2020

Timetable

Monday and Wednesday, 4:00 pm - 7:30 pm

Duration

10 weeks

Location

Joondalup Campus

Fees and charges

Approximately \$105.00

Please note, fees are subject to change.