



# Introduction to Computers Skill Set

## For people with an intellectual or learning disability

### Duration

The Introduction to Computing classes run for one session per week for two semesters (12 months). All classes are run at Leederville campus.

### Description

This course is intended to build students understanding of personal computers, word processing and using the internet in the Microsoft Windows environment.

Students skills will be developed so that they can use a personal computer as a tool for further learning.

### Units delivered in Semester 1

VU21314 Apply basic computer skills to language learning  
VU21315 Access the Internet for Language Learning

### Units delivered in Semester 2

BSBITU112 Develop Keyboard Skills

**Students will need to enrol each semester.**

### Entrance requirements

Students must:

- Be personally motivated to attend and actively participate with other students in the class.
- Demonstrate behaviour appropriate to the adult learning environment.
- Have mouse and keyboard skills to realistically achieve the course outcomes.

Please note that due to limited class sizes, meeting entrance requirements does not guarantee applicants a place in this course.

### Unique Student Identifier (USI)

All prospective students must have a USI before they can enrol in any course at North Metropolitan TAFE. A USI is available from the following Government website and is free [www.usi.gov.au](http://www.usi.gov.au).

### How to apply

Selection is by interview, which may also include an academic assessment.

Interviews for classes and courses starting in February 2021 will take place in D Block Leederville campus from Tuesday 1 December to Tuesday 8 December 2020.

You will need to attend only one (1) interview, even if you are interested in more than one course.

Please email [Jeff.Hoyle@nmtafe.wa.edu.au](mailto:Jeff.Hoyle@nmtafe.wa.edu.au) for more information.

### Course commencement date

All classes and courses start the week commencing Monday 1 February 2021.