



Short Course – Computer Office Skills

What career options do I have?

This program is designed for those interested in developing computer skills and working in an office environment. The program would suit school leavers as well as someone wishing to return to learning or retrain in computer office skills.

What will I learn?

Each component of the program (1 day each) offers a chance to really get to know how to make that computer work for you. Each program will cover a different use. Learn how to work Microsoft Windows, Word, Excel, Access and more.

What qualification will I receive?

A Result of Assessment will be issued for each unit of competency successfully achieved.

Where will I train?

Mount Isa.

How long will the training take?

Each unit will take four (4) weeks to complete doing one 4 hour class a week.

How will the training take place?

Face-to-face teacher led day-time classes in a classroom environment.

What assessment methods will be used?

Written / Theoretical / Practical

Assessment methods generally vary according to skills content of competency. May include: short answer responses, observations, demonstrations, projects, discussions, group participation etc.

Is there anything I need to bring?

A notebook and pen would be beneficial.

Am I eligible?

Prior to enrolment consider contacting the Client Information Centre to discuss your personal preferences for training outcomes. Your call will assist in matching your preferences to entry and exit points in a qualification. Consideration will be given to your academic and/or work histories.

If you have not operated a computer before, you will need to start with "Operate a Personal Computer"

Is what I already know taken into account?

Yes. Your history of study, skills and experience does matter. Consideration is given to your life and work experiences as well as formal and informal training. This may be applied using the national standard for Mutual Recognition or through Recognition of Prior learning (RPL). Documentary evidence will be requested.

When can I start?/How do I apply?

Contact the Client Information Centre for the latest course commencement dates and enrolment details.

Can I go onto further training?

Units that are successfully completed can contribute towards a Certificate I in Information Technology.

What else might I find useful?

Financial assistance with fees may be available through concessions, or via 'Time to Pay' payment plan. This and other information such as Student Support, Study and Library Assistance, Student Responsibilities, is found in the Mount Isa Institute of TAFE Student Guide/ Handbook.

As a student, you are able to receive extra help with your study and learning skills from learning support staff. If you feel you need this type of support at any time during your study please do not hesitate to ask, and arrangements can be made.

Where can I find more information?

Contact our friendly Client Information Centre staff on 4744 9999.

What is the program structure?

You can select which programs suit you the best from this short course program – you can complete one unit, or you can complete them all.

Elective units

ICAU1128A	Operate a personal computer
ICAU1129A	Operate a word processing application
ICAU1130A	Operate a spreadsheet application
ICAU1133A	Send and retrieve information using web browsers and email

Selected units from ICA10105 – Certificate I in Information Technology

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