

# BE AMBITIOUS

# BE EMPLOYED IN INFORMATION, COMMUNICATIONS AND TECHNOLOGY

**Course No: ICT10115**

**Certificate I Information Digital Media and Technology**

## COURSE DESCRIPTION

The training will provide the participant with the basic skills and knowledge in the use of computers, Microsoft software, Internet and Email.

## THIS COURSE ALSO PROVIDES:

Learner Support, will also be available to those students who require a little more help.

## COURSE OUTCOMES INCLUDING:

During this course you will be taught how to do the following:

- PC Basics and Windows Configuration
- Create Word, Excel documents and PowerPoint slides
- Use the Internet, email and complete online transactions.

## HOW TO GET INVOLVED:

Please contact our Education Administration Support Officer Natasha Kaneshamoorthy - [natasha.kaneshamoorthy1@tafensw.edu.au](mailto:natasha.kaneshamoorthy1@tafensw.edu.au) or the Customer Service Centre on (13 16 01)

## COURSE SNAPSHOT

**Location: Bankstown College**  
500 Chapel Rd,  
Bankstown NSW 2200

Classes will be held in  
E Block, Ground Floor, Room 11

**Cost :** Fees may range from fully funded (\$0), Subsidised to Full Fee. Please contact the Customer Service centre on 131 601 to determine which fee will apply to your circumstances.

**Note:** course delivered on Fridays 1 day per week for 10 weeks.

Class starts Friday 29th January to Friday 9<sup>th</sup> April, 2021  
9:30am – 2:30pm

## CONTACT US TODAY

 131 601  [tafensw.edu.au/course\\_area](http://tafensw.edu.au/course_area)



**TAFE**  
NSW

This document is correct at the time of printing: September 2018.  
\*Terms and conditions may apply.



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