

# Employment Preparation

## Basic Skills for Information Technology and Digital Media (Intel)

### About

This covers general information technology, focusing on basic computer skills and general preparation for obtaining employment. Topics covered include general information on basic computer components, using Microsoft Word, Microsoft Outlook, internet browsing and using email applications.

Employment topics include assisting students with developing the necessary fundamentals for computer operation and team work. This course is applicable to students looking to move into employment with IT usage or into accredited courses.

### Duration and Location

Duration: 120 hours, 2 days per week over 10 weeks

Location: Footscray | Sunshine | St Albans | Werribee  
Melton | Geelong | Corio

### Why Study with Us?

- Small class sizes
- Supportive study environment
- This training is delivered with Victorian and Commonwealth Government Funding\*
- Practical pathways to employment

### Your next course commences on:

\*Eligibility Criteria Apply

