



KAB00 Operate a Personal Computer

National ID: KAB00 | State ID: KAB00

About this course

Become confident operating your personal computer.

This course is suited for anyone wanting to learn the basics of using a personal computer (PC) within a small office environment or home.

Topics covered include:

- How to access files with application programs
- Sending and retrieving emails
- Using the Internet
- Applying basic security procedures
- Power management settings
- Using peripheral devices

Course Content

ICTICT101 Operate a personal computer

Certification

Upon successful completion you will receive a Statement of Attainment

Enrolment & enquiries

For more information about this course and to enrol:

Contact: Robyn Jenkin | Head of Programs - MET

9956 2717 | 1800 672 700

Email: info@crtafe.wa.edu.au

Enquiry Form: You can also complete the course enquiry form below.

To find out more about studying with us please also refer to our Course Guide and Student Information Pack.

Overview

Training at CRTAFE will be offered with a blended, flexible delivery model to enable social distancing measures during the COVID-19 pandemic. This approach may include a combination of online and classroom based delivery, as well as practical and work experience placements. While the mode of delivery may vary, the content and key learning outcomes of the course will remain the same. Lecturers will provide specific instructions to their student groups on how training will be undertaken and the support available to them.

Fees and charges

Find our Indicative Price List [here](#).

At Central Regional TAFE, three types of fees may be charged.

Course Fees

The course fee is determined by multiplying the tuition fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit.

Resource Fees

Resource fees are charges for materials that are considered essential to a course or unit of study and which do not form part of the course fee. The resource fee covers materials purchased by the College to be consumed or transformed by students in the course of instruction, such as workshop materials, workbooks and essential uniforms.

Other Fees

Other fees may be charged for goods or services that are not essential to the course such as parking, membership to student organisations and security passes.

In addition to these fees students may need to purchase textbooks, uniforms and other course specific equipment. Your Pre Enrolment Information package will provide additional information if these are required.

Please note, fees are subject to change.