



# KAB88 Using the Internet for Business Purposes Skills Set

National ID: KAB88 | State ID: KAB88

## About this course

### Learn how to confidentially use the Internet

In this course you will learn how to complete a range of tasks using the Internet in the workplace or a home office setting.

This course will cover:

- How to connect to the Internet
- Securely send and receive emails
- How to search the Internet using web browsers
- Using the Internet in a secure and socially responsible manner

## Course Content

The below nationally recognised unit of competency is included in this course:

ICTICT103 Use, communicate and search securely on the internet

## Certification

Upon successful completion you will receive a Statement of Attainment.

## Enrolment & Enquiries

For more information about this course and to enrol:

**Contact:** Kristy Cooper | Campus Administrator - Merredin Campus

9081 3501 | 1800 672 700

**Email:** [info@crtafe.wa.edu.au](mailto:info@crtafe.wa.edu.au)

**Enquiry Form:** 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.



### Our job ready skill sets are 100% free for the following eligible students.

- Persons aged 15—24 years at the time of enrolment (excluding school students)
- Secondary school-aged persons who are not enrolled at school
- Persons receiving the JobSeeker or JobKeeper payment
- Persons and dependents of persons receiving the Youth Allowance, AUSTUDY or ABSTUDY
- Persons and dependents of persons holding:
  - a pensioner concession card or *Health Care Card*; or
  - a *Repatriation Health Benefits Card* issued by the Department of Veterans' Affairs
- Persons and dependents of persons who are inmates of a custodial institution

Don't meet the eligibility?

That's ok this is skill set is still available for fee paying students. Visit our course list and select the fee paying course page.


## 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.

## Semester 2, 2020

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### Merredin Campus - Using the Internet for Business Purposes - 3 Aug to 30 Sep

 Duration: **2 Month/s**

 When: **Semester 2, 2020**

 How: **Skill set**

## Units

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### Elective

National ID	Unit Title
ICTICT103	Use, communicate and search securely on the internet

## 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.**