

## EMAIL (CENTRAL HIGHLANDS)

***Learn how to communicate electronically with Email. This short course covers sending, receiving and managing emails, instant messaging and chatrooms.***

### What job could training lead to?

Completion may assist you to communicate electronically within the workplace, or simply enjoy learning new skills.

### Am I eligible?

There are no entry requirements.

### What will I receive?

On successful completion learners will receive a Statement of Attainment .

### Can I go on to further training?

Yes. This course covers a unit from the national training package so you may gain recognition of your studies towards Certificate II in Business or other business qualifications. Depending on your desired outcomes, CQ TAFE has a wide range of training pathways that may suit you.

### How long will the training take?

Duration is usually three hours per week for eight weeks.

### Where, when and how can I train?

#### General Public

Location	Notes
Central Highlands Main Campus	07/10/2009-11/11/2009, Part time, Night, On campus (Classroom / Training Facility), 7 weeks / 1 night a week, Wednesday 6:00pm-9:00pm

### What else might I find useful?

Information about student support, recognition of prior learning, financial assistance, concessions, study and library assistance can be found at: [www.cq.tafe.qld.gov.au/students](http://www.cq.tafe.qld.gov.au/students)

To ensure a place in this course an enrolment form must be completed and full payment received. Enrolments can be made over the phone with a credit card, in person or via mail. Fees may be paid by credit card, cash, EFTPOS or money order.

### Materials / Other Requirements:

Students attending campus must wear covered footwear in accordance with the TAFE safety policy.

Please bring a pen and notepad.

### Units of competency

#### Required Units

Unit	Description
BSBITU203A	Communicate electronically

### How do I apply and where can I find more information?

Phone the Customer Contact Centre on 1300 CQ TAFE (1300 27 8233) or visit our website: [www.cq.tafe.qld.gov.au](http://www.cq.tafe.qld.gov.au)

Please note: - While competencies listed in the brochure are offered by CQ TAFE, all may not be offered through individual campuses or during the current semester. Unit hours displayed are the typical supervised nominal hours for typical attendance but actual hours can vary. The information contained within this brochure was correct at the time of printing.  
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