

Computer Literacy

The MTO Group wants your studies with us to be successful. We want you to finish our programs ready to embark on a new career.

In today's world computer literacy is a must and without these skills, study is just so much harder. Please be honest with yourself and the MTO Group. Please look at the requirements listed in the remainder of this Infopack. If this all familiar to you, that's great. If it's not you, then there is a bit of pre-learning to do, and we are more than happy to help.

You may be much smarter to complete our basic computer skills course before you enrol in one of our more advanced programs.



Digital prerequisites – all students:

- **A computer and internet access:** You must have access to a computer (with Adobe Reader and Microsoft Word installed) and a reliable Internet connection to access your learning documentation.
- **Video recording device:** You will require access to a video recording device (such as a webcam or smart phone) to record yourself undertaking certain assessment activities.
- **Computer Literacy:** You must be comfortable using technology to locate information and research topics – for example, to find a copy of a regulation using Google – and in using the main features and functions of digital tools (such as word processing programs, email, and printers) to complete work tasks.

Minimum PC Requirements:

If you are looking at investing in a desktop computer or laptop, we suggest you buy one that meets the following minimum specifications:

- Operating System: Windows 10 (recommended); MAC OS X 10.10 (El Capitan) or higher (recommended)
- CPU: Min. of 2 GB of RAM, Min. of 2 GB of spare disk space
- Processor: 2.0 GHz processor or higher (32-bit or 64-bit)
- Headset (or speakers and microphone) and webcam
- Microsoft Office (Word, Excel, PowerPoint, Publisher) or similar software

Internet connection and email address:

- Internet access: NBN Home Fast with a speed of at least 60 Mbps (dependent on your ISP (Internet Service Provider) and location)
- An email address that is unique to you and that you will maintain throughout your enrolment

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- Up-to-date web browser version
- Up-to-date Internet Security and/or Anti-virus

Help and Assistance

- If you believe you need assistance to develop your basic computer literacy skills, please feel free to call us and talk about how we can help.
- We are happy to guide you to get the skills you need to study.

Recommended Websites:

Training.gov.au

<https://training.gov.au/Home/Tga>

My Skills Australia

<https://www.myskills.gov.au/>

VETNet Companion Volumes

<https://vetnet.gov.au/Pages/default.aspx>

For further information or to enroll please contact:

The MTO Group (RTO No: 32493)

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Free Phone: 1800 271 356

Email: info@mtogroup.com.au

