



INFOCUS COURSEWARE

Work and Communicate Effectively in



Product Code: INF888

ISBN: 978-1-925298-27-7

❖ General Description

The skills and knowledge acquired in Work and Communicate Effectively in an IT Environment are sufficient to be able work and communicate effectively within an organisation using information technology (IT) systems, equipment and software.

❖ Learning Outcomes

At the completion of this course you should be able to:

- work effectively within an *IT* environment
- effectively communicate with clients and colleagues

❖ Prerequisites

Work and Communicate Effectively in an IT Environment assumes some knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

40 topics

❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at www.watsoniapublishing.com.

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Product Information



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