



UPskill for the workforce

basic computer skills



Are you needing to retrain in new areas of work but feel that your lack of computer skills is holding you back? Or do you need computer skills to look for work online?

Don't stress - this no pressure course will take you through the very basics of computers from start up and shut down to simple word processing and email.

Nervous about returning to study or to the workforce? Don't be - we will support your learning.

Units of Competency

- ICTICT101 Operate a personal computer
- ICTICT102 Operate word-processing applications
- ICTICT103 Use, communicate and search securely on the internet
- FSKDIG02 Use digital technology for basic workplace tasks
- FSKWGT05 Complete simple workplace formatted texts
- FSKLRG01 Prepare to participate in a learning environment



Wednesdays & Thursdays x 11 weeks

Starts Wednesday 24 January

9:30am - 3:00pm

\$80 *concession

**Concession available for eligible students*

Need to pay off overdue fines?

All of the above courses qualify for Work and Development Orders (WDO) Every hour of training reduces your fines.