



SkillsLink

TRAINING

Your community college

Your community, your college, your future



UPskill for the workforce

basic computer skills



Do you need 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
FSKDIG01	Use digital technology for basic workplace tasks
FSKDIG02	Use digital technology for simple workplace tasks
FSKWGTG05	Complete simple workplace formatted texts
FSKLRG01	Prepare to participate in a learning environment



1 day per week x 6 weeks

77 Hastings River Drive, Port Macquarie

Community Service Obligation funding available for eligible students

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Port Macquarie Community College Inc RTO 90315 This training is subsidised by the NSW Government