

# Basic Computer Skills

Learn basic computer skills with commUnity+



1800 266 675

Enrol Now

# Basic Computer Skills

## COURSE CONTENT

You will learn:

- Operate computer hardware, including keyboard and mouse.
- Recognise computer software functions, including operating system, Microsoft Office and Notepad.
- Understand how to create folders within the Microsoft Windows environment and save files.

## COURSE DELIVERY

- Course delivered once a week over ten (10) sessions.
- Dates to be confirmed.
- Each classroom based session is five (5) hours.
- Course delivered in St Albans between 9am and 2.30pm.

## FEES

Fees payable include an Administration Fee, Materials Fee and Tuition Fee.

### Eligible Students

Students eligible for Government subsidised education and training programs pay the following fees:

Administration Fee:	<b>\$5</b>
Materials Fee:	<b>\$10</b>
Tuition Fee:	<b>\$50</b>

### Ineligible Students

Students ineligible for government subsidised education and training programs pay the following fees:

Administration Fee:	<b>\$5</b>
Materials Fee:	<b>\$10</b>
Tuition Fee:	<b>\$460</b>

## ELIGIBILITY

To be eligible to enrol in government subsidised Pre-accredited education and training programs, learners must meet the following criteria:

- Australian Citizen
- Holder of an Australian permanent Visa
- New Zealand Citizen

A green Medicare card confirms eligibility.

## Points Based Activation System

### English as an Additional Language qualifications Education and training Category

Fifteen (15) points per week. Under fifteen (15) hours per week.  
Twenty (20) points per week. Fifteen (15) or more hours per week.

### Pre-accredited short courses with an employment focus Other government programs Category

Fifteen (15) points per week. Under fifteen (15) hours per week.  
Twenty (20) points per week. Fifteen (15) or more hours per week.

commUnity+ is a respected education and training provider with a proud thirty (30) year history providing employment, foundation, and settlement programs.

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