UPskill for the workforce

basic computers

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

FSKDIG001	Use digital technology for short and basic workplace tasks
FSKDIG002	Use digital technology for routine and simple workplace tasks
Non-accredited	Computer Research Project
Non-accredited	Email and Attachments

we will support **YOU**

1 session per week x 6 weeks
10:00am - 12:30pm

Community Service Obligation funding available for eligible students