





## 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	

**1 session per week x 6 weeks - 9:30am - 1:30pm**

**Kempsey - Tues 18 Jul - 22 Aug**

**Port Macquarie - Wed 19 Jul - 23 Aug**

**Taree - Thurs 20 Jul - 24 Aug**

**Community Service Obligation funding available for eligible students**