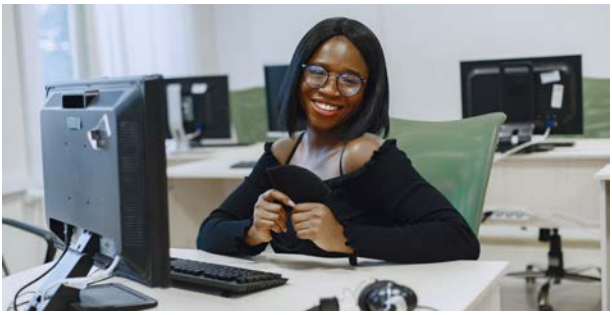
Basic Computers and Beyond

Take the first step towards becoming confident with technology and developing valuable digital skills for everyday life at home, in further study, or in the workplace. No prior experience is needed for this introductory course.



A course to develop your skills to:

- Use Microsoft Word, Excel, and PowerPoint
- Create, save, organise, and manage files
- Use essential keyboard shortcuts to work more efficiently
- Navigate the internet safely and confidently
- Send and receive emails

The Commonwealth Department of Education, Skills and Employment endorses this course which counts towards Workforce Australia mutual obligations and points targets, including for Centrelink payment recipients.

Learn Local | Skills for study work and life

Ballarat Neighbourhood Centre

We enrich our community by providing opportunities for you to connect, participate and learn in a safe and inclusive space.

This course is 9 sessions of 2.5 hours.

As a registered Learn Local, we help you return to study, become work ready, improve your skills or learn something new. We do this by providing education and training programs designed to meet your learning needs. The tuition fees for this training course are funded by the Victorian government ACFE Board. Fees associated with all classes will be advised prior to enrolment.

Find out more about our courses by scanning the QR code to visit our website.

Find us at the
Ballarat South Community Hub

11 Tuppen Drive, Sebastopol

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