# Intermediate Computers

Build on your existing skills and use your computer with confidence. This course will help you build confidence using computers, the internet, and email while developing your practical digital skills.



## A course to develop your skills to:

- Review how computers operate
- Manage files, folders and storage devices
- Understand the fundamentals of AI
- Create Microsoft Word documents
- Use Excel to manage data effectively
- Create engaging PowerPoint presentations
- Build cyber security awareness

**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

**Ballarat Neighbourhood Centre**
**Ph. 5329 3273**
**E. reception@ballaratnc.org.au**
**www.ballaratnc.org.au**
**PO Box 540W, Ballarat. 3350**