



UPskill

BASIC COMPUTERS

Do you need to retrain in new areas of work but feel that your lack of computer skills are 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 startup and shut down to simple word processing and email.

Nervous about returning to study or to the workforce? Don't be — we will support you're learning. We have multiple Computer course options available.

OPTION 1: 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 Modules

Non-accredited Computer Research Project
Plus, Non-accredited Email and Attachments

2 sessions per week x 3 weeks

OPTION 2: Units of Competency

- FSKDIG001 Use digital technology for short and basic workplace tasks
- FSKDIG002 Use digital technology for routine and simple workplace tasks
- FSKDIG003 Use digital technology for non-routine workplace tasks
- FSKLRG010 Use routine strategies for career planning
- FSKOCM002 Engage in short and simple spoken exchanges at work
- FSKOCM004 Use oral communication skills to participate in workplace meetings

2 sessions per week x 4 weeks

To enrol or for more information visit:
www.mnccc.edu.au/upskill-basiccomputers

AT A GLANCE

COURSE STRUCTURE

Face to Face delivery
Session vary as per each option

LOCATION

Port Macquarie
Taree
Kempsey

FUNDING

Free for eligible students, please contact us to confirm eligibility



NATIONALLY RECOGNISED
TRAINING

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MID NORTH COAST
COMMUNITY COLLEGE

RTO45596

Our Aim

"To lead community development by providing socially inclusive learning programs and opportunities that enable enriched and enterprising lives."