



PRE COURSE INFORMATION

Participants must be wanting to return to the workforce or need computer skills to improve their employment opportunities

NAME OF FUNDING:	SKILLING QUEENSLANDERS FOR WORK
ELIGIBILITY:	LONG TERM UNEMPLOYED / PARENT / AGED OVER 45YRS 17 – 24 YRS / UNDEREMPLOYED ISCA CLIENTS ARE NOT ELIGIBLE
TYPE OF COURSE:	ACCREDITED COMPUTER TRAINING
DATES:	ROLLING STARTS
DAYS IN ATTENDANCE:	TUESDAY, WEDNESDAY AND THURSDAY
HOURS:	9AM – 3.30PM
SUBJECTS:	KEYBOARDING BASIC EXCEL BASIC WORD INTERMEDIATE WORD
DRESS STANDARDS:	OFFICE ATTIRE – DRESS AS IF YOU ARE GOING TO WORK OR AN INTERVIEW
WHAT TO BRING:	USB MEMORY STICK, MORNING AND AFTERNOON TEA, LUNCH, CARDIGAN/JACKET
ADDITIONAL INFORMATION:	<ul style="list-style-type: none">• THIS IS A SELF PACED TRAINER FACILITATED COURSE• STUDENTS ARE EXPECTED TO COMMIT TO ATTENDING THREE DAYS A WEEK• TRAINING WILL TAKE 5 WEEKS TO COMPLETE

2/22 Hervey Range Road Kirwan Qld 4817
PO Box 413 Thuringowa Central
Phone: (07) 4723 1666
Fax: (07) 4723 1150

E-mail: enquiries@jobtrain.com.au
Web Page: www.jobtrain.com.au