



PRE COURSE INFORMATION – COMPUTER TRAINING

NAME OF FUNDING:	SKILLING QUEENSLANDERS FOR WORK
ELIGIBILITY:	LONG TERM UNEMPLOYED / PARENT / AGED OVER 45YRS 17 – 24 YRS / UNDEREMPLOYED ISCA CLIENTS ARE NOT ELIGIBLE PARTICIPANTS MUST BE WANTING TO RETURN TO THE WORKFORCE OR NEED COMPUTER SKILLS TO IMPROVE THEIR EMPLOYMENT OPPORTUNITIES
TYPE OF COURSE:	ACCREDITED COMPUTER TRAINING
DATES:	ROLLING STARTS
DAYS IN ATTENDANCE:	TUESDAY, WEDNESDAY AND THURSDAY
HOURS:	9AM – 3.30PM
SUBJECTS:	INTRO TO PC (OPTIONAL) 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:	CAN DO ATTITUDE, USB MEMORY STICK, MORNING AND AFTERNOON TEA, LUNCH, CARDIGAN/JACKET AS THE TRAINING ROOM GETS QUITE COOL
ADDITIONAL INFORMATION:	THIS IS A SELF PACED TRAINER FACILITATED COURSE WITH ROLLING ENROLMENTS. STUDENTS ARE EXPECTED TO COMMIT TO ATTENDING THREE DAYS A WEEK. IT IS ANTICIPATED THAT TRAINING WILL TAKE 8 WEEKS TO COMPLETE.

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