



## Basic Computing Course

Duration: 6 hours, held over 2 - 3 sessions.

### Description

This course is designed for beginners with minimal or no computing skills; it is suitable for job seekers who need upskilling to re-enter the workforce.

Clients will receive 1 on 1 face-to-face training.

### Aims and Objectives

- ≈ Operate a computer in the Windows environment;
- ≈ Provide essential skills for accessing employment opportunities;
- ≈ Increase confidence using a computer.

### Components

#### i) Windows operations

The Windows component will familiarise the client with the Windows interface with a focus on file management.

#### ii) Email / Internet

- ≈ Understand the email process
- ≈ Compose, reply emails
- ≈ Manage Inbox
- ≈ Apply criteria for email searches
- ≈ Send and manage attachments.
- ≈ Use a web browser to search for jobs and related information.

#### iii) Keyboard / editing documents

This component will familiarise the client with the keyboard characters and focus on editing a resume or cover letter.

### Additional Information

Where possible, practise / revision tasks are given between training sessions.

On completion of training, clients receive a certificate of completion.

The case manager will receive client feedback and a trainer report.