

ACFE
Pre-accredited

SHORT COURSES 2018

COMPUTERS & TECHNOLOGY

Computers for Beginners

Learn how to:

- Operate personal computer
- Create documents
- Use emails
- Access internet

Intermediate Computer Skills

Build on your computer skills including:

- Advanced internet search
- Microsoft Word and Excel

Intel Easy Steps

Learn how to:

- Use the Internet and email
- Use Microsoft Office tools
- Social media
- Protect yourself online

For more information or to book your place, call

1800 266 675



Comm Unity Plus Services Ltd
acknowledges the support of the
Victorian Government

Comm Unity Plus Services Ltd

www.comm-unityplus.org.au | TOID: 3755 | ABN 75 989 153 699 | ACN 603 318 494

COMPUTERS & TECHNOLOGY SHORT COURSES 2018

Term 1

29 January to 29 March

Term 2

16 April to 29 June

Term 3

16 July to 21 September

Term 4

8 October to 21 December

Computers for Beginners

Learn how to:

- Operate personal computer
- Create documents
- Use emails
- Access internet

Location:

St Albans, Deer Park and Watergardens

Cost: \$65

Intermediate Computer Skills

Build on your existing computer skills to:

- use search engines
- advanced internet search
- create and edit documents in Microsoft Word and Excel

Location:

St Albans, Watergardens and Deer Park

Cost: \$65

Intel Easy Steps

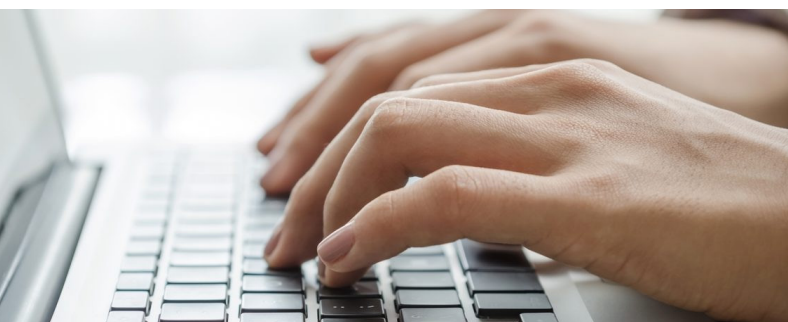
Learn how to:

- Use the Internet and email
- Create Word, Excel and PowerPoint documents
- Connect to loved ones through email, Skype and Facebook
- Watch videos online
- Protect yourself online

Location:

St Albans, Watergardens and Deer Park

Cost: \$65



BOOKINGS & INFORMATION

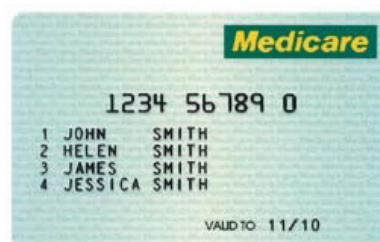
@ education@comm-unityplus.org.au

☎ 1800 266 675

🚶 Level 1, 358 Main Road West
St Albans

🌐 www.comm-unityplus.org.au

When you enrol, please bring your
concession card (if applicable)
and **green** Medicare card.



Individuals with a disability are
encouraged to access government
funded training

commUnity+ is a multi-disciplinary
community agency that provides
services across Victoria. Our students
have the advantage of easy access to
a range of programs in addition to adult
education. More information is available
on www.comm-unityplus.org.au.



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