Basic Computer Skills

Learn basic computer skills with commUnity+

1800 266 675

Enrol Now

Basic Computer Skills

COURSE CONTENT

You will learn to:
- Operate computer hardware, including keyboard and mouse.
- Recognise computer software functions, including operating system, Microsoft Office and Notepad.
- Understand how to create folders within the Microsoft Windows environment and save files.

COURSE DELIVERY

- Classes delivered across one or two weeks.
- Courses taught in Melbourne's West and North West suburbs. Please contact us for details.

FEES

Fees payable include an Administration Fee, Materials Fee and Tuition Fee.

Eligible Students

Students eligible for Government subsidised education and training programs pay the following fees:

Administration Fee:	$5
Materials Fee:	$10
Tuition Fee:	$50

Ineligible Students

Students ineligible for government subsidised education and training programs pay the following fees:

Administration Fee:	$5
Materials Fee:	$10
Tuition Fee:	$460

ELIGIBILITY

To be eligible to enrol in government subsidised Pre-accredited education and training programs, learners must meet the following criteria:
- Australian Citizen
- Holder of an Australian permanent Visa
- New Zealand Citizen

A green Medicare card confirms eligibility.

Points Based Activation System

English as an Additional Language qualifications
Education and training Category
Fifteen (15) points per week. Under fifteen (15) hours per week.
Twenty (20) points per week. Fifteen (15) or more hours per week.

Pre-accredited short courses with an employment focus
Other government programs Category
Fifteen (15) points per week. Under fifteen (15) hours per week.
Twenty (20) points per week. Fifteen (15) or more hours per week.

commUnity+ is a respected education and training provider with a proud 30 year history providing employment, foundation, and settlement programs.

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Learn Local | Skills for study work and life

Comm Unity Plus Services Ltd
ABN 75 989 153 699 ACN 603 318 494
TOID 3755