

COMPUTER TRAINING

OPTIONS TO MEET YOUR NEEDS

Our computer programs are delivered by our highly experienced and qualified Adult Educators

Build computer skills for:

- 1 MOVING TO A NEW ROLE WITH YOUR EMPLOYER
- 2 JOB SEEKING
LIFE INDEPENDENCE
- 3 UPSKILING FOR A NEW JOB



COMPUTER SKILLS FOR TRANSITIONING TO A NEW ROLE WITH AN EMPLOYER

To assist transition to a new job requiring upgraded computer skills so the individual can remain with their employer - CAN BE DONE IN THE WORKPLACE!



COMPUTER SKILLS FOR JOB SEEKING AND LIFE INDEPENDENCE

To assist with the development of life skills for job seeking, online shopping, online banking, connection to others via email and researching resources for quality of life



COMPUTER TRAINING TO UPSKILL FOR NEW CAREER

Assist the individual develop the computer skills they need to transition to a new career and be competitive to win the new role



TAMMY FISCHER



MARK HOUSTON



REGISTERED
NDIS
PROVIDER



SOME OF OUR MOST POPULAR PROGRAMS

MS WORD

Creating Word Documents
Saving and Sharing Documents
Text Basics - Formatting Text
Checking Spelling and Grammar

MS EXCEL

Getting Started with Excel
Formatting Cells
Intro to Formulas
Sorting Data – using Charts

What is a computer
hardware/software
typing tutorial
Mouse tutorial
keyboard shortcuts

Introduction to email

Create an email account
Contacts and calendars
Email etiquette and safety

Using a web browser

Avoiding spam and phishing
What is the cloud?
Judging Online Information



Referrer provided a **Skills Assessment** at referral, and an **Achievement Report** upon completion of the training

1

First step is a **SKILLS ASSESSMENT** to ascertain clients current skill levels

2

Second step is to **SET THE GOALS** the client needs to achieve

3

Upon completion of the training an **ACHIEVEMENT REPORT** is completed

Want to ensure your regional, interstate and housebound clients can access support services?

Select remote servicing via Zoom

Office Locations

Head Office

Shop 2, 18-22 Hurtle Parade
Mawson Lakes SA 5095

Scan the QR code to see the other areas we service



SCAN ME