

Your skills. Your future.



Intro to Computing at Burnie Library



If you are new to computing, this is the course that will get you started. Learn how to control your mouse, use your keyboard, save and print documents and more. This course is delivered face to face to help you learn in a hands-on and supportive environment.

You will learn to:

- create and use an email account
- use Google apps
- create, save and print documents
- search the internet safely
- protect yourself online
- understand computer jargon

Cost

This course is FREE!

Location

Burnie Library – 30 Alexander St, Burnie.

Date and duration

8 weeks part time.

Wednesdays, 19 October – 30 November 2022.

9:30am – 2:30pm, Wednesdays only.

Outcome

I0973NAT – Course in Skills for Further Learning and Engagement

Interested...?

To find out more or register your interest, please call us on 61 65 5975 or complete the application form over the page.

V01-27042021

1300 655 307
www.tastafe.tas.edu.au

RTO 60142 | CRICOS 03041M



Intro to Computing at Burnie Library

Application form 2022

Name

Address

Suburb/postcode

Email

Phone

Date of birth

You don't need any previous qualifications or experience to do this course, however answering the following questions will help us plan the program to suit your needs.

If you have used a computer before, please tick if you have the following skills:

- | | |
|--|--|
| <input type="checkbox"/> Save a document to USB drive/ hard drive | <input type="checkbox"/> Send and receive e-mails |
| <input type="checkbox"/> Format text in Word – size, font, colour, style | <input type="checkbox"/> Find information on the internet |
| <input type="checkbox"/> Create a slide presentation (e.g. PowerPoint) | <input type="checkbox"/> Have used an iPad or digital camera |

Please send this completed application to General Education as soon as possible to:

general.education@tastafe.tas.edu.au

For more information, call Nikki Brannigan at Burnie Library on 6477 7402.