

Enrol now by contacting the  
Director's Assistant on  
08) 8342 6488

Enquire about accredited  
courses and non-accredited  
training also offered by ITR.



**Registered  
Training  
Organisation**

### **Innovative Training & Recruitment**

186 Prospect Road  
PROSPECT SA 5182

**Michelle Vlassco**

Director's Assistant  
Phone: 08) 8342 6488

Fax: 08) 8342 3622

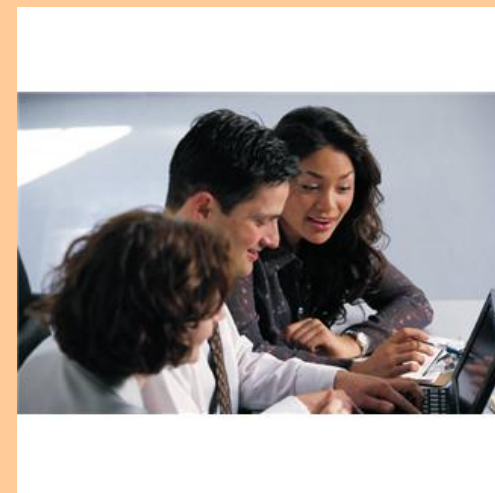
E-mail: [michellev@appliedinnovativeservices.com.au](mailto:michellev@appliedinnovativeservices.com.au)

**Innovative Training & Recruitment**

**Registered Training Organisation**



**Getting to know  
your computer**



## Understand how computers work!



Are you confused by computer language? Typing with two fingers? Frustrated trying to locate files? Baffled by software and hardware? Then this is the course for you!

You don't have to know everything to be comfortable with computers! But there is a lot of information to help you understand why things are the way they are.

"Knowledge is Power", so it's to your advantage to gain all the knowledge you can. Besides which, computers are lots of fun!

**Sign up for a course at Innovative Training & Recruitment today!**

Our highly skilled and qualified trainers take you through the basics of computer knowledge and operation, and teach you how to touch type.

Enjoy more one on one time with your trainer with only 4 participants per session. That's a 4:1 ratio!

Obtain national recognition for this training!

## Increase your computer vocabulary!



### Units of competency:

BSBITU102A	Develop keyboard skills
ICAU1128B	Operate a personal Computer
ICAU2006B	Operate computing Packages
ICUA2231B	Use a computer operating system

### Further study

This training is a pathway to further study thereby broadening your career opportunities!

Further study would include nationally recognised training units in our course "Getting to know basic computer applications" including word processing, spreadsheets, presentation packages, internet and email.

Enquire today!

## Learn how to touch type!



15 hours of face to face training including activities to be completed at home. These activities will be reviewed and assessed by your trainer!

### Course Cost

\$390 per person, including GST.

### Course Duration

The four units will be delivered over a period of one week.

### Assessment

Each unit will have activities that are required to be completed and submitted within one month of completing the training.

Units will be assessed within 2 weeks of submission by the participant.

A "Statement of Attainment" will be issued upon successful completion of the activities in each unit.

### Employability Skills

Employability skills to be gained during the training include:

- Communication
- Teamwork
- Problem solving
- Initiative & enterprise
- Planning & organising
- Self management
- Learning
- Technology