

**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

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Innovative Training & Recruitment

Registered Training Organisation



**Getting to know
basic computer
applications**



Relax, enjoy and have fun learning to use different types of software applications!



Innovative Training and Recruitment offer nationally recognised computer training.

If you need to develop basic skills to assist you in gaining employment, this training will provide you with a foundation that you will build on in any workplace.

Learn new skills in a relaxed and friendly environment with our highly skilled and qualified trainers whose only goal is to ensure your success!

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!

Career Opportunities

Basic computer training can lead you on the path to a variety of opportunities, including:

- Receptionist
- Clerical Worker
- Data entry operator
- Information desk clerk
- Office Assistant

Most positions these days require some form of computer work, so career opportunities can be endless!

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

Smaller classes ensure more one on one time!



Commence with this computer training and you can follow up with further units to achieve qualification in other courses, including:

- Certificate I in Information Technology
- Certificate I in Business
- Certificate II in Business
- Certificate II in Education & Skills Development

Units of competency:

ICAU1129B	Operate a word processing application (Word)
ICAU1130B	Operate a spreadsheet application (Excel)
ICAU1132B	Operate a presentation package (Power Point)
ICAU1133B	Send and retrieve information using web browsers and email (Internet & Outlook)

Begin your vocational journey....



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