

INTRODUCTION TO COMPUTING @ KINGSTON 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
- Save and edit photos

UNITS INCLUDED:

VCODIG101 – Use emerging technology

VCODIG102 – Use free or inexpensive technology

COST

This course is free

WHERE

Kingston Library – 11 Hutchins St, Kingston

WHEN

Tuesday, 20 April 2021 – Tuesday, 29 June 2021

DURATION

10 weeks

Part Time

9:30am – 2:30pm Tuesdays only

OUTCOME

A Statement of Attainment for the units successfully completed.

CONTACT US

For more information or to register your interest, please call **1300 655 307**.

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APPLICATION FORM – 2021

Name:

Address:

Suburb: Postcode:

Date of birth: Phone: Email:

I am applying for the following course:

☐ **Intro to computing Term 2: Tuesday 20 April – Tuesday 29 June 2021**
Tuesday's 9:30am – 2:30pm

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.

What grade did you complete at school?

Have you done any courses since you left school?

What courses were they?

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How do you think this course will benefit you?

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Have you used a computer before?

☐ No ☐ Yes

If you answered "yes", please tick if you have these skills:

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

****Please send your completed application to General Education as soon as possible****

General Education, GPO Box 2015, Hobart, TAS 7000

Kingston Library, 11 Hutchins St, Kingston, TAS 7050

☎ (03) 6165 5795 ✉ general.education@tastafe.tas.edu.au

Sonya Moon ☎ (03) 6165 6208