Skills checklist: assess your suitability for the following courses

Student Name:……………………………….Course:………………………….Date:…………. 2017

1.   Introduction to Computers Level – basics (level 1 & beginners level 2 combined)

yes	no	skill
☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	Do you know when to use 1-click, 2-clicks, right click on the mouse? Can you minimize or maximize a window? Can you use/navigate the desktop and icons? Can you use the start button and drop down menus (file, edit view etc)? Can you use Windows Explorer? Can you start/close a program eg. Internet Explorer?
☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	Do you know how to go onto the Internet? Can you bring up the newspaper (example www.theage.com.au) on the Internet? Can you search for a particular topic using Google? Can you send and receive emails?

If mostly no, you will need to do the Introduction to Computers Level 1 (Basic) course
If yes to all above you are ready to enrol in **It Customer Service 1 (advanced Computers Level 2)**

2.   Introduction to It Customer Service 1 (advanced Computers Level 2)

yes	no	skill
☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	Can you create group emails? And resize attachments? Can you find a file on your computer, 'c' drive, 'my documents'? Can you change margins on a page? Change from portrait to landscape? Do you use the 'right click' function on the mouse? Can you cut and paste text? Can you change font size, colour in a document? Can you save a file in a specific location using the 'save as' command?
☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	Can you open/create an Excel spreadsheet? Do you know how to add figures in a column/row (sum function)? Can you enter data into a cell? Can you edit data in a cell? Can you format a cell to show currency/date etc?
☐	☐	Can you attach a file to your email?

If mostly no, you will need to do the Introduction to IT Customer Service 1 course.
If yes to all you are ready to enrol in **It Customer service 2 (advanced Computers Level 3)**

3.   Introduction to It Customer Service 2 (Computers Level 3)

yes	no	skill
☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	Can you do group emails and use many outlook functions Can you create slides for a PowerPoint presentation? Can you include sounds/animation for your presentation? Can you insert picture/clip art into a document? Can you create tables and columns for your document? Can you create a page border for your document? Can you create formulas and use functions in your Excel spreadsheet? Can you create a graph for your data?

If mostly yes, you will need to enrol in **It customer service 2** (Computers Level 3)
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COMPUTERS

INTRO LEVEL 1

A basic introduction to computers. This course will help you to understand what a computer is, how it works and what you need to know if you are thinking of buying one.

Listed below are the main components of this course. The number of components covered will depend on the pace at which the group progresses.

Introduction to the PC:
- Computer terminology
- Intro to Windows operating system
- Using the mouse
- Using the keyboard
- Running and closing programs

Introduction to Internet & Email:
- Demystifying the World Wide Web
- Accessing websites
- Searching for information on the Web
- Basics for Email
- Sending and Receiving Emails

Enrolments: Call us, email us admin@pmnc.org.au or download an enrolment form from our website. We accept payment in cash, by cheque or by Internet/phone banking, or direct deposit to us through your bank. Payment is required before the start of the course.

ACFE tuition fees for government funded programs have been set in accordance with ministerial fees and directions. Student amenity fees and materials are charged per course and may vary between courses. Proof of permanent residency/approved

DATE & TIME   Monday 1pm – 3.30pm (8 weeks)
STARTS   7 May – 2 July 2018
COST $50 Concession Card Holder
                  $80 Full Fee
                  $100 Non-Permanent Resident

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