



Sale
Neighbourhood
House

Unlock Your Digital Potential with Our Pre-Accredited Short Course

Welcome to our comprehensive Pre-Accredited short course, carefully crafted to empower you in the digital age. Delivered one day per week over a span of 9 weeks, this program is your key to acquiring and reinforcing essential computer skills.

Why Choose Our Digital Training?

Digital Training goes beyond traditional learning to equip you with the skills needed to navigate the digital world confidently. From foundational basics to intermediate proficiency, we've designed this course to support your journey towards workplace readiness and achieving your training goals.



What You'll Learn?

- **Computer Basics:** Master the operations and functions of a computer.
- **Work Health and Safety for Computers:** Ensure a secure computing environment.
- **Online Safety:** Navigate the digital space with confidence.
- **Email Efficiency:** Optimise your email communication.
- **File Management:** Learn effective organisation and storage.
- **My Gov:** Understand the functionalities of My Gov.
- **Internet Navigation:** Explore the web and web browsers.
- **Microsoft Office Skills:** Gain proficiency in Word, Excel, and PowerPoint (or equivalent free products).

Jobactive job seekers: Attention Jobactive job seekers! Our Pre-accredited training, delivered by Sale Neighbourhood House, is officially recognised by the Commonwealth Department of Employment, Skills, Small & Family Business. It may count towards fulfilling your job seeker Annual Activity Requirements (AAR).

Scholarship Opportunity

CONGRATULATIONS! As a participant, you are eligible for a \$50.00 scholarship, generously supported by ESSO Australia PTY LTD.

Ready to Dive In?

Give us a call 03 5144 5747 to book or email hello@saleneighbourhoodhouse.org.au