



# INTRODUCTION TO COMPUTERS

## Overview

This course will allow the students to gain confidence with how to use a computer and the associated skills (typing, mouse control, printing etc) as well as MS Word, Excel, Email, PowerPoint and the internet in a fun way.

## Location

Mi Learning and Development Hub

## Days and Times

Friday - 9:30am - 12:30pm

## Venue

MiLife-Victoria - Frankston  
Suite 1, Level 1, 108-120 Young Street, Frankston.

## Duration

12 months

## Cost

\$72 concession fee if proof of Health Care Card / Pension Card provided, this includes materials fees. If you are not eligible for concession your fees will be discussed upon enrolment. ACFE funded, GST exempt.

## Resources

Nil