



GOT YOUR BASICS SISTA

Got Your Basics Sista is a TAFE driven course that will provide all attendees with basic computer and administration skills.

These skills will equip attendees with basic tools to:

Enter the work force

Assist with entering further education

Help family members with school computer work.

The Basic Sista course will cover the following topics:

- Learn about Microsoft Office Suite- Powerpoint, Excel, Word and Email
 - Internet research skills
 - Create resumes tailored to job advertisements
- Planning for a career and investigating further education opportunities

COURSE DETAILS:

Course start date: Monday 2nd May 2022 (break during school hols)

Time: 12.30- 2.30pm

This is a 8 week course

RSVP: Wednesday 27th April 2022

LOCATION

15 Elizabeth Street, Tighes Hill

MORE INFORMATION

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