

EAST WORK

ACFE Provider ID No.10468

Computer Pre-Employment Program (PEP)

Enrol today to improve your employability skills.

The Computer Pre-Employment Program is designed for people with little or no knowledge of personal computers. The program will provide you with the skills and knowledge to use personal computers and computer software as a tool in the workplace.

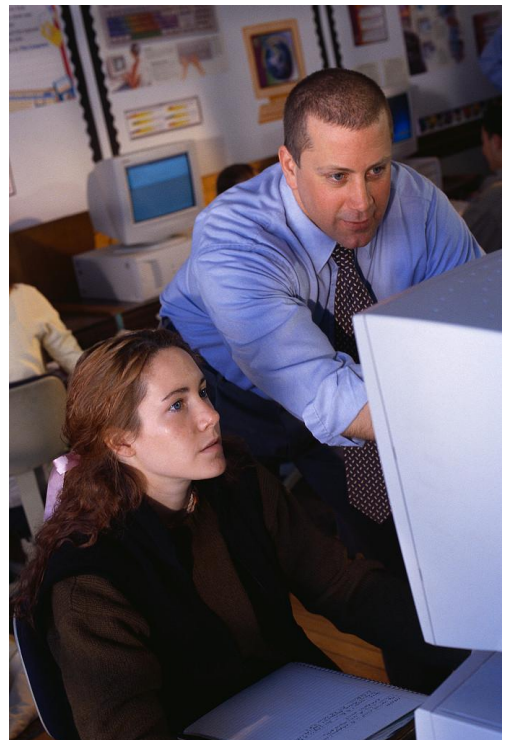
You will benefit from this program if you are seeking work, currently working and needing to develop your computer skills and/or looking to improve your employment options.

In Computer PEP you will learn:

- About the main parts of a personal computer and basic operations
- How a computer and computer software are used in the workplace
- To use Microsoft Office to develop workplace and job search documents
- To use Microsoft Excel to develop workplace and personal spreadsheets and data records
- To use Windows Internet Explorer and Email as effective job search and workplace tools for research and communication

Employability skills that will be developed:

- Communication that contributes to productive and harmonious relations with employees & customers
- Problem solving that contributes to productive outcomes
- Initiative and enterprise that contribute to innovative outcomes
- Planning and organising that contribute to long and short-term strategic planning
- Self-management that contributes to employee satisfaction and growth
- Technology that contributes to the effective carrying out of tasks



The program is conducted in a classroom environment over 10 days. Assessment will take place throughout the program and will include the completion of classroom activities. On successful completion of the program you will receive a certificate and a portfolio document which lists the employability skills that you have developed. This program can lead to further study or recognition of skills towards a Certificate I in Information Technology.

About Us: Established in 1991, **Eastwork is a community based**, charity tax exempt **not for profit** organisation assisting people with disabilities with their employment and training needs.

Investment and Dates: Classes will be held at Cheltenham and Camberwell training rooms refer Eastwork Training Calendar for current dates, locations, course fees and concessions available.



To register your interest and receive further information in relation to **Computer PEP** please contact (03) 9583 7888 or email courses@eastwork.com.au