



Libraries Tasmania

## Workplace Computing (TASMSS0189)

### A TasTAFE NO FEE SKILL UP course

Technology changes quickly, do you feel like you're being left behind? If you need to update your computing skills, this is a great place to start!

The Workplace Computing course will take you through using a computer and other digital devices. You learn about the common software used in workplaces to create written documents, spreadsheets, and presentations.

You will also learn how work with files and folders, as well as basic cloud-based computing, including storage.

The course will also cover tools which allow people to work together online. Tools like these are used in many workplaces and are used by employees who work away from the office.

### Cost – No Fees!

Workplace Computing (TASMSS0189) is a **TasTAFE NO FEE SKILL UP** course funded by the Tasmanian State Government.

### Dates and Duration

- The course is delivered over 10 weeks.
- Start dates are frequent throughout the year. Please check the TasTAFE website or your library/OAC coordinator or staff member
- Students need to allow for 12 hours per week study time to complete the course.

## Delivery

This is a fully online course however face to face learning support may be available at your local TasTAFE campus, as well as your Libraries Tasmania location.

Please check in with your Centre Coordinator or TasTAFE teacher for further information.

## Eligibility

To study a **SKILL UP** course, you must be:

### Tasmanian Resident

- A resident of Tasmania or working in Tasmania.

### Citizenship

- an Australian citizen, or
- an Australian permanent resident, or
- a New Zealand citizen

### Visa

If not a citizen as above, on a state sponsored visa on a pathway to permanent residence.

Note: It is \*mandatory for all TasTAFE students to be fully vaccinated. COVID-19 vaccination evidence (first and second dose) will be required at time of enrolment:

### \*Exemptions:

- Evidence of a medical exemption, or
- if your SKILL UP course is delivery fully online.

To find out more about SKILL UP visit our website at [www.tastafe.tas.edu.au](http://www.tastafe.tas.edu.au)



## Qualification / Units

The Workplace Computing course is a skill set using of three units from the BSB20120 Certificate II in Workplace Skills qualification.

The three units are:

### Workplace Computing Units

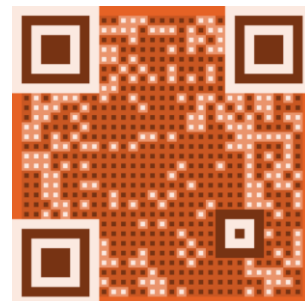
- BSBTEC101 Operate digital devices
- BSBTEC201 Use business software applications
- BSBTEC202 Use digital technologies to communicate in a work environment

Completed units from the Workplace Computing course can be used as credit for the full BSB20120 Certificate II in Workplace Skills.

## Interested?

Please register your interest by either scanning in the QR code or using the URL link provided below:

<https://bit.ly/tastafewpc>



Once completed, you will be contacted via email for the next step in the enrolment process. Please speak with your Centre Coordinator for any further information.

**Places are limited, so be quick!**