

# CONSIDER US AT CONSIDER THIS TRAINING!

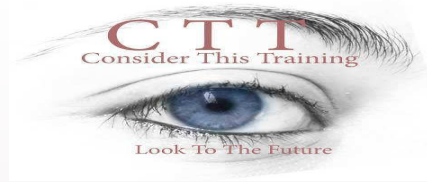
The Consider This Training team are industry professionals with extensive real world experience in the sectors we offer qualifications in.

What this means for our students is that because we have started from the ground floor in our careers and have worked our way up enables us to better relate to and understand our students positions and possible challenges.

We have modern training facilities and industry equipment for practical application.

We are positive about helping our students achieve positive outcomes. We deliver nationally recognised qualifications that will help improve your chances of securing a job in your desired career pathway .

**YOUR PATHWAY, YOUR OPPORTUNITY,  
YOUR CAREER, STARTS HERE WITH  
CONSIDER THIS TRAINING !!**



## TRAINING LOCATIONS:

### Heathdale Community Centre:

Cnr Koockaburra Ave & Nightingale Drive,  
Werribee 3030

### High Point Shopping Centre:

120-200 Rosmond Road, Maribymong  
3032.

### Iramoo Community Centre:

84 Honour Ave, Wyndham Vale 3024

### Wyndham Leisure and Event Centre:

88 Derrimut Road, Hoppers Crossing 3029

### Cranbourne Office:

146A High Street, Cranbourne 3977

### FCCVI:

93 Cowper Street, Footscray 3011

## Contact us on:

**P:** (03) 5995 2050

**M:** 0409 952 091

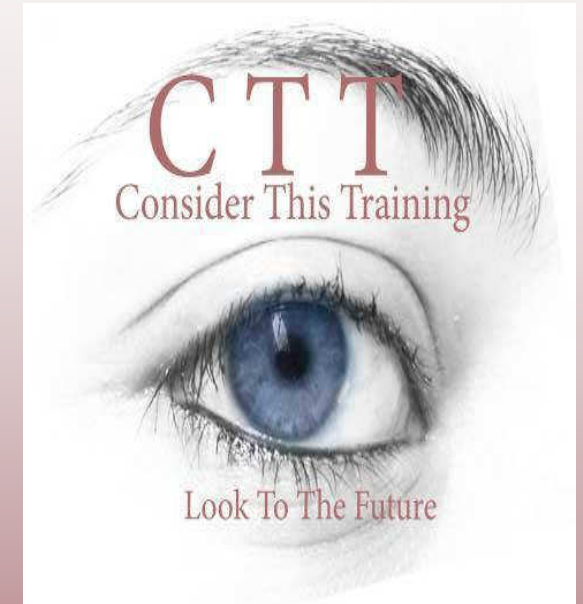
**F:** (03) 5995 3510

**E:** [considerus@cttraining.net.au](mailto:considerus@cttraining.net.au)

**W:** [www.cttraining.net.au](http://www.cttraining.net.au)

Consider This Training : RTO # 21883

# SHORT COURSE IN BASIC COMPUTER SKILLS



**CONSIDER US:  
(03) 5995 2050**

[www.cttraining.net.au](http://www.cttraining.net.au)



# SHORT COURSE IN BASIC COMPUTER SKILLS

This unit describes the performance outcomes, skills and knowledge required to correctly operate word processing applications in the production of workplace documents. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

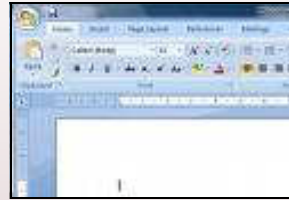
BSBITU201A Produce simple word processed documents

BSBWOR204A Use business technology



# ELEMENTS

Prepare to produce documents



Produce documents



Finalise documents



Select and use technology



Process and organise data



Maintain technology



**NEED FLEXIBLE TRAINING FROM THE  
AVAILABLE COURSES IN BASIC COMPUTER SKILLS?**

**THEN CALL**

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