

Computers for Beginners

Join our beginners computer short course and learn or refresh skills that will enable you to use a computer easily and confidently. Learn how to use a computer for personal use, the basics for use in the workplace, sending and receiving emails, using apps and surfing the net safely.

Our course can be tailored to suit your needs.

Once you have mastered the basics, you may like to undertake further digital skills short courses with SGAE. Ask our friendly staff about other courses available.

Learner Plan

Conducted for all prospective learners to determine the candidates desired outcomes from the course, their future aspirations and their current skills and experience.

This information allows SGAE to individualise training for the learner ensuring appropriate delivery for success.

Enrolment, Fees & Refunds

Pre-Accredited Short Courses are government funded and concession already applies to these subsidised tuition fees. Tuition Fees as published are subject to change given individual circumstances at enrolment. Payment plans may also be available. Cancellation fees may apply. Please refer to our [Fees & Refund Policy](#) on our website.

Tuition Fee	\$50
Resource Fee	\$15
Administration Fee	\$25

Computers for Beginners
24 hours (3 hours x 8 weeks)

Hamilton: Tuesdays, 12 noon - 3:00pm
Term 2 commences Tuesday 20 April 2021
Term 3 commences Tuesday 13 July 2021
Term 4 commences Tuesday 12 October 2021

Warrnambool: Wednesdays, 12 noon - 3:00pm
Term 2 commences Wednesday 21 April 2021
Term 3 commences Wednesday 14 July 2021
Term 4 commences Wednesday 13 October 2021

 **1800 810 393**

 **sgae.vic.edu.au**



HAMILTON
HEAD OFFICE
39 Hammond Street Hamilton

BENDIGO
Co-located at Holy Trinity Church
14 Keck Street Flora Hill

WARRNAMBOOL
Co-located at South West TAFE
193 Timor Street Warrnambool