



I.T. & COMPUTER SKILLS

WSQ International Computer Driving Licence (ICDL)







CORE I.T. SKILLS



TAKEAWAYS

- Grasp basic computer skills and learn the functions of word processing, spreadsheet and presentation tools - for work or
- Learn essential concepts and skills relating to the use of the tablet
- Individuals can move on to the Advanced Modules once Certificate of Completion for Base & Standard Modules is awarded

MODE OF TRAINING: Classroom



ENHANCED I.T. SKILLS

TAKEAWAYS

- Learn how to maintain I.T. security on a day-to-day basis to ensure professional, personal, and financial security
- Grasp concepts and skills relating to identifying, searching, evaluating, organising, and communicating

MODE OF TRAINING: Classroom

Introductory Modules

(Funding Period Until: 15 Jan 2020)

- 1. Use Primary Functions and Applications of a Computer (crs-Q-0025902-ES)
- 2. Use Basic Functions and Applications of a Computer (crs-q-0025960-ES)
- 3. Use Primary Functions and Applications of a Tablet (CRS-O-0028308-ES)

Age Range | Price per module

| | • |
|-------------------------|----------|
| 21 - 39 ¹ | S\$98.00 |
| ≥40 ² | S\$58.80 |
| WTS (≥35) ³ | S\$41.50 |
| YM Subsidy ⁴ | S\$31.60 |

Full Course Fee per module: \$\$370.00 (inclusive of 7% GST - S\$24.21)

Duration per module: 16 hours

21 - 39 1

≥40²

WTS (≥35) 3

YM Subsidy 4

Intermediate Modules

(Funding Period Until: 15 Jan 2020)

- 1. Demonstrate Secure Use of I.T (CRS-Q-0030097-ES)
- 2. Information Literacy (CRS-Q-0030119-ES)

| Age Range | Price per modu |
|------------------------|----------------|
| 21 - 39 ¹ | S\$118.00 |
| ≥40 ² | S\$62.00 |
| WTS (≥35) ³ | S\$43.80 |

YM Subsidy 4 S\$34.80 Full Course Fee per module: \$\$390.00 (inclusive of 7% GST - S\$25.51)

Duration per module: 16 hours

Base Modules

(Funding Period Until: 12 Jun 2020)

- 1. Presentation (CRS-Q-0032828-ES)
- 2. Spreadsheet (CRS-Q-0032829-ES)
- 3. Word Processing (CRS-Q-0032830-ES)

Age Range | Price per module

\$\$108.00

S\$60.40

S\$42.70

S\$33.20

#Assessment Fee (per module):

Base/Intermediate - S\$21.40, Advanced - S\$64.20

#Course Materials (per module):

Introductory - S\$ 42.80, Base/Intermediate/Advanced - S\$21.40

Duration per module: 16 hours

Full Course Fee per module: \$\$380.00

(inclusive of 7% GST - S\$24.86)

This course is for:

Additional Fees

Introductory/Base - Learners with little or no knowledge of using Microsoft applications Intermediate/Advanced – Learners with prior experience of using Microsoft applications

If you are of a different position/role than what is listed above, do check with our friendly SENSE staff if you qualify for the course.

Advanced Modules

(Funding Period Until: 12 Jun 2020)

- 1. Word Processing (CRS-Q-0032825-ES)
- 2. Presentation (CRS-Q-0032826-ES)
- 3. Spreadsheet (CRS-Q-0032827-ES)

Age Range | Price per module

| 21 - 39 | S\$128.00 |
|-------------------------|----------------------------|
| ≥40 ² | S\$63.60 |
| WTS (≥35) ³ | S\$44.90 |
| YM Subsidy ⁴ | FROM S\$44.90 [^] |
| | |

Full Course Fee per module: S\$400.00 (inclusive of 7% GST - S\$26.17)

Duration per module: 16 hours

FROM \$31.60*

INCLUSIVE OF 7% GST

All Singaporeans aged 25 and above can use their \$500 SkillsFuture Credit from the government to pay for a wide range of approved skills-related courses.

Visit the SkillsFuture Credit website (www.skillsfuture.sg/credit) to choose from the courses available on the Training Exchange course directory.

All prices shown are inclusive of 7% GST.

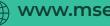


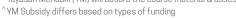


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¹Skills Development Fund (SDF) - Singapore Citizen/PR, aged 21 years and above

²SkillsFuture Mid Career Enchanced Subsidy (MCES) - Singapore Citizen, aged 40 years and above

³ Workfare Training Support (WTS) - Employed Singapore Citizen, aged 35 years and above, earning not more than \$2000 per month

⁴ Yayasan Mendaki (YM) Subsidy - Employed/Unemployed Malay/Muslim Singapore Citizen/PR

[#] Yayasan Mendaki (YM) will absorb the course material & assessment fees for all Singapore Citizen/PR Muslims



CONTACT US

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