

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 daily life
- 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 information

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-Q-0028308-ES)

Age Range | Price per module

21 - 39¹ S\$98.00
 ≥40² S\$58.80

WTS (≥35)³ S\$41.50
 YM Subsidy⁴ S\$31.60

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

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

21 - 39¹ S\$108.00
 ≥40² S\$60.40

WTS (≥35)³ S\$42.70
 YM Subsidy⁴ S\$33.20

Full Course Fee per module: S\$380.00
 (inclusive of 7% GST - S\$24.86)

Duration per module: 16 hours

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 - 39¹ S\$128.00
 ≥40² S\$63.60

WTS (≥35)³ S\$44.90
 YM Subsidy⁴ FROM S\$44.90[^]

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

Duration per module: 16 hours

All prices shown are inclusive of 7% GST.

¹Skills Development Fund (SDF) - Singapore Citizen/PR, aged 21 years and above²SkillsFuture Mid Career Enhanced Subsidy (MCES) - Singapore Citizen, aged 40 years and above³Workfare Training Support (WTS) - Employed Singapore Citizen, aged 35 years and above, earning not more than \$2000 per month⁴Yayasan 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

[^]YM Subsidy differs based on types of funding**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 module

21 - 39¹ S\$118.00
 ≥40² S\$62.00

WTS (≥35)³ S\$43.80
 YM Subsidy⁴ S\$34.80

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

Duration per module: 16 hours

Additional Fees

#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

This course is for:

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.

FROM \$31.60*

INCLUSIVE OF 7% GST

*Terms & Conditions Apply

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.

SIGN UP TODAY!

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