

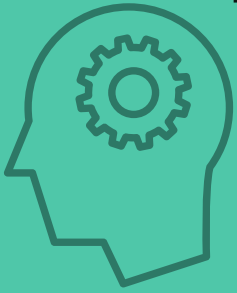
# I.T. & COMPUTER SKILLS

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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

## 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

### Introductory Modules

1. Use Primary Functions and Applications of a Computer (Computer Fundamentals)
2. Use Basic Functions and Applications of a Computer (Intro to ICDL Base)
3. Use Primary Functions and Applications of a Tablet (Tablet Fundamentals)



Price per module:

SDF - S\$98.00 | MCES - S\$58.80  
WTS - S\$41.50 | YM - S\$31.60

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



Duration per module: 16 hours

### Intermediate Modules

1. Demonstrate Secure Use of I.T
2. Information Literacy



Price per module:

SDF - S\$118.00 | MCES - S\$62.00  
WTS - S\$43.80 | YM - S\$34.80

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



Duration per module: 16 hours

### Base Modules

1. Word Processing 2013
2. Spreadsheet 2013
3. Presentation 2013



Price per module:

SDF - S\$123.70 | MCES - S\$77.90  
WTS - S\$55.00 | YM - S\$41.30

Full Course Fee per module: S\$490.00  
(inclusive of 7% GST - \$32.06)



Duration per module: 24 hours

### Additional Fees

Module Pack (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/Advance) - 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

1. Word Processing 2013
2. Spreadsheet 2013
3. Presentation 2013



Price per module:

SDF - S\$123.70 | MCES - S\$77.90  
WTS - S\$55.00 | YM - S\$50.40

Full Course Fee per module: S\$490.00  
(inclusive of 7% GST - \$32.06)



Duration per module: 24 hours

**FROM \$31.60\***  
INCLUSIVE OF 7% GST  
\*Terms & Conditions Apply

All prices shown are inclusive of 7% GST.

Skills Development Fund (SDF) - Singapore Citizen/PR, aged 21 years  
SkillsFuture Mid Career Enhanced Subsidy (MCES) - Singapore Citizen, aged 40 years and above  
Workfare Training Support (WTS) - Employed Singapore Citizen, aged 35 years and above, earning not more than \$2000 per month  
Yayasan Mendaki (YM) Subsidy - Employed/Unemployed Malay/Muslim Singapore Citizen/PR

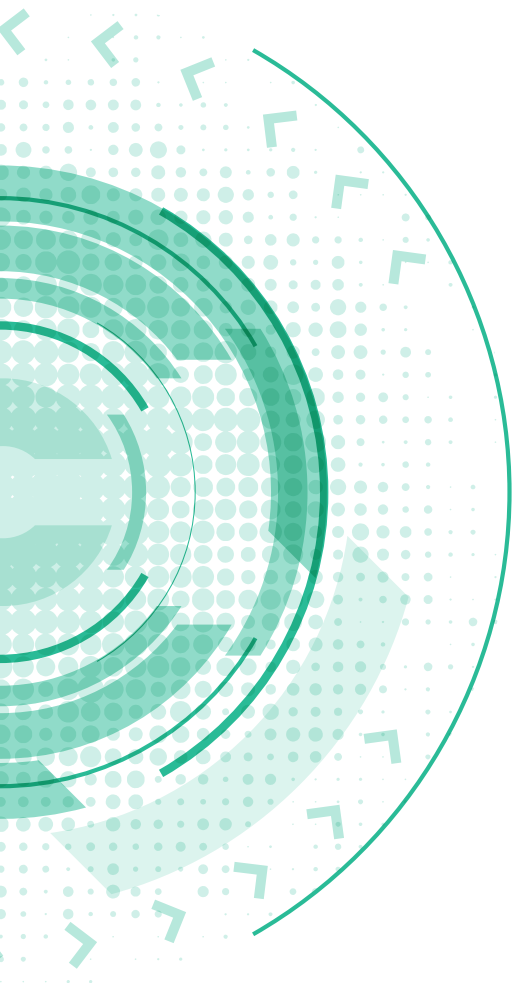
# Yayasan Mendaki (YM) will absorb the course material fee for all Singapore Citizen/PR Muslims

**SIGN UP TODAY!**

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## CONTACT US

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