

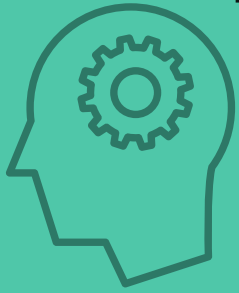
# I.T. & COMPUTER SKILLS

---

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

## 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

2013 Ver. (Duration per module: 24 hrs)

1. Word Processing
2. Spreadsheet
3. Presentation

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)

**NEW!** 2016 Ver. (Duration per module: 16 hrs)

4. Word Processing
5. Spreadsheet
6. Presentation

Price per module:  
 SDF - S\$108.00 | MCES - S\$60.40  
 WTS - S\$42.70 | YM - S\$33.20^  
 Full Course Fee per module: S\$380.00  
 (inclusive of 7% GST - \$24.86)

### Advanced Modules

2013 Ver. (Duration per module: 24 hrs)

1. Word Processing
2. Spreadsheet
3. Presentation

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)

**NEW!** 2016 Ver. (Duration per module: 16 hrs)

4. Word Processing
5. Spreadsheet
6. Presentation

Price per module:  
 SDF - S\$128.00 | MCES - S\$63.60  
 WTS - S\$44.90 | YM - S\$46.60^  
 Full Course Fee per module: S\$400.00  
 (inclusive of 7% GST - \$26.17)

### 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/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.*

# 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](http://www.skillsfuture.sg/credit)) to choose from the courses available on the Training Exchange course directory.

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 & assessment fees for all Singapore Citizen/PR Muslims

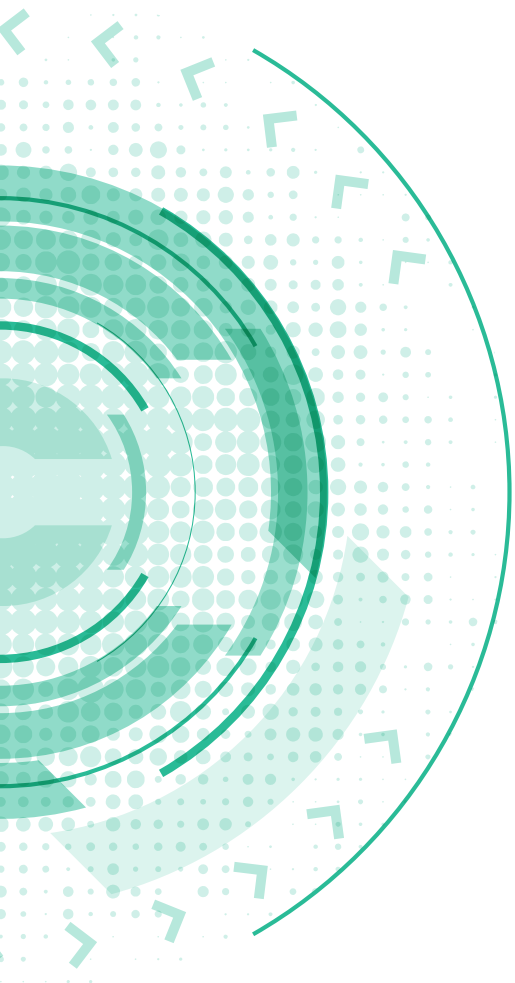
^YM Subsidy differs based on types of funding

# SIGN UP TODAY!

 6708 6400

 [customercare@msense.sg](mailto:customercare@msense.sg)

 [www.msense.sg](http://www.msense.sg)




## CONTACT US

---

6708 6400 

customercare@msense.sg 

www.msense.sg 

WIS@Changi   
116 Changi Road  
#05-01/15 S(419718)