

Computer Basics—a course for beginners

Family name _____ First name _____ Student number _____

Address _____ Postcode _____

Tel (Home) _____ Tel (Work) _____ Mobile _____

Email address _____

Program details

Arts and Social Sciences Business Science, Health and Education Combined

Name of degree program (eg Bachelor of Social Science) _____

Are you from a non-English speaking background? Yes No

Are you an International or Study Abroad student? Yes No

If yes, country of origin _____

Highest level achieved in high school (eg Year 10)? _____ Year left secondary school (eg 2004)? _____

Please list any other studies attempted or completed since leaving school _____

Do you know how to create a new folder? Yes No

Do you know how to copy files to external media? Yes No

Do you know how to set the page margins? Yes No

Do you know how to copy and paste within a document? Yes No

Do you know the difference between 'save' and 'save as'? Yes No

Briefly describe the type of computer assistance you need: _____

I will be attending the Computer Basics course on 13–17 July from 1–4pm, J2.03

Signature _____ Date _____

The Planning Officer may use information provided on this form for statistical purposes.

Please return completed form to Student Services:

Ground Floor, Building C
University of the Sunshine Coast
90 Sippy Downs Drive
Sippy Downs

Postal address:
Student Services
University of the Sunshine Coast
Maroochydore DC Qld 4558

Fax: +61 7 5430 2882

Tel: +61 7 5430 1226