

As part of:



RSPV SINGAPORE THE ORGANISATION OF SENIOR VOLUNTEERS FOR SENIORS 50 YEARS AND ABOVE

<p><u>REGISTER IN-PERSON AT</u> RSPV Singapore - The Organisation of Senior Volunteers 9 Bishan Place #08-02 Junction 8 (Office Tower) Singapore 579837 Tel: 6259 0802 Email: vlc@rsvp.org.sg Website: www.rsvp.org.sg</p>	<p><u>TRAINING VENUE</u> RSPV Singapore - The Organisation of Senior Volunteers 9 Bishan Place #08-02 Junction 8 (Office Tower) Singapore 579837</p>
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*All courses are SkillsFuture Credit eligible unless annotated with **

IT COURSES / 乐龄科技课程 (all courses are conducted in English unless otherwise stated)					
S/N	Course title	Duration (total hours over number of sessions)	Course description	Fees	
				Full course fee	NSA subsidised course fee ¹ (for seniors 50 years & above)
1	Basic Computer	3-hours over 1 session	This class is specially designed for participants new to computer running Microsoft Windows 10. The basics will be covered, such as the parts and operations of a computer, and how to set up and assess the different features of Windows 10. You will also learn to perform useful activities on the computer, to use the computer optimally, and to stay safe online with useful cybersecurity tips.	\$50	\$10
2	Basic Computer 初识电脑	3-hours over 1 session	学习如何使用电脑，使用电脑的正确方式，电脑的组成，如何使用滑鼠和键盘，视窗 10 (Win10) 的基本功能，互联网的基本使用与互联网的基本安全信息。 <i>This course is conducted in Chinese language.</i>	\$50	\$10
3	Basic Digital Making	3-hours over 1 session	Micro: bit is the cheapest and most flexible way to introduce beginners to various aspects of digital coding. This basic course aims to give participants a “feel” of coding and inspire them to be creative and undertake more advanced Micro: bit projects. This basic session focuses on explaining the features of the coding environment, and some basic commands reinforced with hands-on exercises.	\$50	\$10

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IT COURSES / 乐龄科技课程 (all courses are conducted in English unless otherwise stated)

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				Full course fee	NSA subsidised course fee ¹ (for seniors 50 years & above)
4	Basic Digital Making 数码创客	3-hours over 1 session	Micro: bit 是初学者学习编程基本概念的最经济实惠和简单的课程。课程目的让学员了解编程并启发创意, 进一步掌握更高级的 Micro: bit 程序。此基本入门课程着重介绍编程界面, 基本编程指令, 并加实际操作练习。 <i>This course is conducted in Chinese language.</i>	\$50	\$10
5	Chinese input via Hanyu Pinyin 汉语拼音输入法 (视窗平台)	6-hours over 2 sessions	通过这个简单易懂的课程来学习如何在电脑上输入中文。 <i>This course is conducted in Chinese language.</i>	\$60	\$12
6	Chinese input via Handwriting 手写识别输入法 (视窗平台)	6-hours over 2 sessions	通过这个简单易懂的课程来学习如何在电脑上用手写的方式输入中文。 <i>This course is conducted in Chinese language.</i>	\$60	\$12
7	Digital Banking (POSB/DBS)	3-hours over 1 session	This class will introduce participants to basic Internet banking, digital wallets, and different e-Payment options. The basics will be covered, such as how to use mobile apps and its features for banking transactions, as well as how to harness the convenience of digital – wallets and e-transactions for daily activities. Step-by-step guides will be provided to participants during the class.	\$50	\$10
8	Digital Video Management (Windows Live Movie Maker)	3-hours over 1 session	This class will teach you about editing and managing your video clips. The basics will be covered, such as how to view, edit and share your videos, etc. Learn to use composition guides to take better photos, and essential cybersecurity tips to identify fake news and stay safe online.	\$50	\$10

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IT COURSES / 乐龄科技课程 (all courses are conducted in English unless otherwise stated)					
S/N	Course title	Duration (total hours over number of sessions)	Course description	Fees	
				Full course fee	NSA subsidised course fee ¹ (for seniors 50 years & above)
9	Digital Video Management (Windows Live Movie Maker) 数码视频处理	3-hours over 1 session	课程包括: 1. 编制你的影片 2. 传送照片和影片 3. 自动创建影片 4. 出版影片 <i>This course is conducted in Chinese language.</i>	\$50	\$10
10	Digital Video Management (Windows Live Movie Maker)	9-hours over 3 sessions	This class will teach you about editing and managing your video clips. The basics will be covered, such as how to view, edit and share your videos, etc. Learn to use composition guides to take better photos, and essential cybersecurity tips to identify fake news and stay safe online.	\$70	\$14
11	Digital Video Management (Windows Live Movie Maker) 数码视频处理	9-hours over 3 sessions	课程包括: 1. 编制你的影片 2. 传送照片和影片 3. 自动创建影片 4. 出版影片 <i>This course is conducted in Chinese language.</i>	\$70	\$14
12	e-Communications (Email)	3-hours over 1 session	This class will introduce participants to basic electronic communications, specifically email. The basics will be covered, such as how to create a new email account and how to make use of different features to craft a message. Learn about email etiquette to communicate effectively and discover useful cybersecurity tips to stay safe online. Step-by-step guides will be provided to participants during the class.	\$50	\$10

IT COURSES / 乐龄科技课程 (all courses are conducted in English unless otherwise stated)

S/N	Course title	Duration (total hours over number of sessions)	Course description	Fees	
				Full course fee	NSA subsidised course fee ¹ (for seniors 50 years & above)
13	e- Communications (Email) 网上交流 -电邮	3-hours over 1 session	课程包括: 1. 不同的电邮系统和工具 2. 如何创建电邮帐号 3. 写、查看或回复电邮 4. 在电邮中添加表情符号和附件 5. 基本电邮导航功能 6. 小秘招学习如何安全上网 <i>This course is conducted in Chinese language.</i>	\$50	\$10
14	e- Communications (Skype)	3-hours over 1 session	This class will teach you about electronic communications, particularly Voice over Internet Protocol (on website), as well as Instant Messaging (on mobile). The basics will be covered, such as how to sign up for a Skype account, how to search and import contacts, and how to use the app to make voice or video calls, etc. Learn to use e-communication apps effectively and discover essential cybersecurity tips to identify fake news and stay safe online. Step-by-step guides will be provided for participants during the class.	\$50	\$10
15	e-Entertainment (OverDrive, PressReader, YouTube, Toggle, MeRadio)	3-hours over 1 session	This class will introduce participants to online entertainment, and how to search for and access content on the Internet. The basics will be covered, such as using of mobile apps to read eBooks and eMagazines, searching for videos online, as well as on other avenues for digital entertainment. Participants can also learn about the various benefits that e-Entertainment provides and discover useful cybersecurity tips to stay safe online. Step-by-step guides will be provided for participants during the class.	\$50	\$10
16	e-Entertainment (OverDrive, PressReader, YouTube, Toggle, MeRadio) 数码娱乐	3-hours over 1 session	课程包括: 1. 读电子书或杂志 2. 查找和观看网上视频 3. 收听本地广播电台 4. 网上玩游戏 <i>This course is conducted in Chinese language.</i>	\$50	\$10

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IT COURSES / 乐龄科技课程 (all courses are conducted in English unless otherwise stated)

S/N	Course title	Duration (total hours over number of sessions)	Course description	Fees	
				Full course fee	NSA subsidised course fee ¹ (for seniors 50 years & above)
17	e-Transactions and Cybersecurity	3-hours over 1 session	This class will introduce participants to basic e-Transactions, and different e-Payment options. The basics will be covered, such as how to use mobile apps to request and make payments, purchase products online, as well as how to harness the convenience of e-Transactions for daily activities. Participants can also learn about the various benefits that e-Transactions provide and discover useful cybersecurity tips to stay safe online. Step-by-step guides will be provided for participants during the class.	\$50	\$10
18	e-Travel (TripAdvisor, Trivago, Singapore Airlines, Google Translate)	3-hours over 1 session	This class will introduce participants to the convenience of using online tools to plan for your next trip. The basics will be covered, such as how to get advice on travel destinations, booking flights and reserving accommodation online, as well as getting ready for your trip. Participants can also learn how to use apps to translate between languages and discover useful cybersecurity tips to stay safe online. Step-by-step guides will be provided for participants during the class.	\$50	\$10
19	e-Travel (TripAdvisor, Trivago, Singapore Airlines, Google Translate) 网上旅游一点 通	3-hours over 1 session	课程包括: <ul style="list-style-type: none"> • 网上制定旅游行程 • 网上订酒店和机票 • 应用程序语言翻译 • 小秘招学习如何安全上网 • 其他旅游须知 <i>This course is conducted in Chinese language.</i>	\$50	\$10

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S/N	Course title	Duration (total hours over number of sessions)	Course description	Fees	
				Full course fee	NSA subsidised course fee ¹ (for seniors 50 years & above)
20	Google Photos	3-hours over 1 session	This class will teach you about editing and managing your photos with the Google Photos app. The basics will be covered, such as how to sign up for a Google account, how to download Google Photos, and how to use the app to view, edit and share your photos, etc. Learn to use composition guides to take better photos, and on essential cybersecurity tips to identify fake news and stay safe online. Step-by-step guides will be provided for participants during the class.	\$50	\$10
21	Google Photos Google 照片	3-hours over 1 session	课程包括: <ul style="list-style-type: none"> • 备份无限的照片和视频 • 搜索照片 • 创建相册并与其他人分享 • 制作动画和电影, 等等 <i>This course is conducted in Chinese language.</i>	\$50	\$10
22	Intermediate iPad	9-hours over 3 sessions	Topics include: <ol style="list-style-type: none"> 1. iPad at a glance 2. Many uses of iPad 3. Basics (i.e. multi-touch screen, Multi-tasking, arranging apps) 4. Settings 5. Mails, Contacts, Calendars 6. Useful Tips 7. App Store 8. Recommended Apps 	\$70	\$14
23	Intermediate iPad 中级 iPad	9-hours over 3 sessions	课程包括: <ul style="list-style-type: none"> • 了解如何使用已安装的应用程序 • 电邮 • Safari 浏览器 • iTunes (iCloud 是 iTunes 中的一部分) • iPhoto 或相机, • Facetime • 应用程序商店 <i>This course is conducted in Chinese language.</i>	\$70	\$14

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				Full course fee	NSA subsidised course fee ¹ (for seniors 50 years & above)
24	Internet 101	9-hours over 3 sessions	This class will introduce participants to the fundamentals of Internet surfing. The basics will be covered, such as how to connect to the Internet, how to use a web browser, and how to search for information through a search engine, etc. Participants can also learn how to set up and connect to Wireless@SG Wi-Fi network and discover useful cybersecurity tips to identify fake news and stay safe online. Step-by-step guides will be provided for participants during the class.	\$70	\$14
25	Internet Surfing	3-hours over 1 session	This class will introduce participants to the fundamentals of Internet surfing. The basics will be covered, such as how to connect to the Internet, how to use a web browser, and how to search for information through a search engine, etc. Participants can also learn how to set up and connect to Wireless@SG Wi-Fi network and discover useful cybersecurity tips to identify fake news and stay safe online. Step-by-step guides will be provided for participants during the class.	\$50	\$10
26	Internet Surfing 互联网	3-hours over 1 session	课程包括: 1. 步入互联网 2. 设置无线上网 3. 应用程序如何在手机上网 4. 利用搜索引擎查信息 5. 小秘招学习如何安全上网 <i>This course is conducted in Chinese language.</i>	\$50	\$10

IT COURSES / 乐龄科技课程 (all courses are conducted in English unless otherwise stated)					
S/N	Course title	Duration (total hours over number of sessions)	Course description	Fees	
				Full course fee	NSA subsidised course fee¹ (for seniors 50 years & above)
27	Introduction to iMovie (iPad)*	3-hours over 1 session	This class will introduce participants to basic features of iMovie and navigating the iMovie interface. The basics will be covered such as understanding iMovie views, working with the Projects browser, editing in iMovie, adjusting volume, adding clips, photos, and theme music. You will also learn how to create an iMovie and how to watch it on the iPad and share it on the internet. Also included will be cybersecurity tips to stay safe online. Step-by-step guides will be provided for participants during the class.	\$50	\$10
28	Introduction to iMovie (Mac)*	3-hours over 1 session	This class will introduce participants to basic features of iMovie and navigating the iMovie interface. The basics will be covered such as understanding iMovie views, working with iMovie, adjustment settings to modify clips, photos, and audio. You will also learn how to use and organise the Content Library. You will also learn how to create an iMovie and how to share it on the internet. Cybersecurity tips to stay safe online will also be included. Step-by-step guides will be provided for participants during the class.	\$50	\$10
29	Introduction to Android OS	3-hours over 1 session	This class will introduce participants to basic set up and common features for Android devices. The basics will be covered, such as exploring the different device settings for the Android device, how to manage contacts and communications, and how to activate accessibility features such as viewing texts in larger fonts. You will learn to create a Google account and use it for purchasing and downloading apps, as well as useful cybersecurity tips to stay safe online. Step-by-step guides will be provided for participants during the class.	\$50	\$10

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				Full course fee	NSA subsidised course fee ¹ (for seniors 50 years & above)
30	Introduction to Android OS 安卓简介	3-hours over 1 session	<p>课程包括:</p> <ul style="list-style-type: none"> • 安卓系统的基本和常用功能 • 认识应用程序 • 搜索互联网 • 附件功能 • 小秘招学习如何安全上网 <p><i>This course is conducted in Chinese language.</i></p>	\$50	\$10
31	Introduction to iPad	3-hours over 1 session	<p>This class will introduce participants to basic set up and common features for the iPad/iPhone. The basics will be covered, such as exploring the different device settings for the iPad/iPhone, how to manage contacts and communications, and how to activate accessibility features such as viewing texts in larger fonts. You will learn to create an Apple ID and use it for purchasing and downloading apps, as well as useful cybersecurity tips to stay safe online. Step-by-step guides will be provided for participants during the class.</p>	\$50	\$10
32	Introduction to iPad	6-hours over 2 sessions	<p>This class will introduce participants to basic set up and common features for the iPad/iPhone. The basics will be covered, such as exploring the different device settings for the iPad/iPhone, how to manage contacts and communications, and how to activate accessibility features such as viewing texts in larger fonts. You will learn to create an Apple ID and use it for purchasing and downloading apps, as well as useful cybersecurity tips to stay safe online. Step-by-step guides will be provided for participants during the class.</p>	\$60	\$12

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33	Introduction to iPad iOS 简介 (iPad)	3-hours over 1 session	<p>课程包括:</p> <ul style="list-style-type: none"> • iPad 平板电脑基本和常用功能 • 认识应用程序 • 搜索互联网 • 附件功能 • 小秘招学习如何安全上网 <p><i>This course is conducted in Chinese language.</i></p>	\$50	\$10
34	Maximise the usage of Samsung Smartphone	9-hours over 3 sessions	<p>Topics include:</p> <ol style="list-style-type: none"> 1. Get familiarized with Samsung TouchWiz User Interface 2. Basic Set Up 3. Wi-Fi 4. Google account 5. Email 6. Organize photos 7. Calendar 8. WhatsApp 9. Other functions of Samsung Smartphone 	\$70	\$14
35	Maximise the usage of Samsung Smartphone 增强三星智能手机的用途	9-hours over 3 sessions	<p>课程包括:</p> <ul style="list-style-type: none"> • 熟悉三星智能手机用户界面:基本设置, 相簿功能, 各种手机沟通方式比如: <ul style="list-style-type: none"> ○ 拨电话 ○ 传简讯 ○ WhatsApp ○ 发电邮 <p><i>This course is conducted in Chinese language.</i></p>	\$70	\$14
36	Mobile Apps for Government Services (National Steps Challenge, OneService, Ask Jamie)	3-hours over 1 session	<p>This class will introduce participants to commonly used Government e-Services on mobile apps such as National Steps Challenge, OneService, Ask Jamie, etc. You will be provided with an overview of the features and functionalities of these apps as well as guided instructions on how to download and set up the apps to suit your needs.</p>	\$50	\$10

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37	Mobile Apps for Government Services (National Steps Challenge, OneService, Ask Jamie) 应用程序 - 公共服务的新平台	3-hours over 1 session	<p>课程包括:</p> <ul style="list-style-type: none"> • 各类公共服务的应用程序 • 某些公共服务应用程序的使用步骤, 比如: <ul style="list-style-type: none"> ○ My Transport ○ OneService ○ Ask Jamie, 等应用程序 <p><i>This course is conducted in Chinese language.</i></p>	\$50	\$10
38	Navigating Around Singapore (Google Maps, Ride-hailing services)	3-hours over 1 session	This class will introduce participants to digital tools and apps to navigate about Singapore. The basics will be covered, such as searching for attractions and activities, finding a location using map app, and how to book a ride using a ride-hailing app. You will learn features of the ride-hailing app, as well as useful cybersecurity tips to stay safe online.	\$50	\$10
39	Navigating Around Singapore (Google Maps, Ride-hailing services) 环岛轻松行	3-hours over 1 session	<p>课程包括:</p> <ul style="list-style-type: none"> • 规划活动 – 查找适当的活动, 妥善安排时间 • 规划路线 – 查找交通方向 • 规划时间 – 查找巴士抵达的时间 • 小秘招学习如何安全上网 <p><i>This course is conducted in Chinese language.</i></p>	\$50	\$10
40	Online Storage and Sharing (Dropbox)	3-hours over 1 session	This class will introduce participants to online storage and file sharing using Dropbox. The basics will be covered, such as how set up and manage a Dropbox account, how to organise files stored online, and how to share files with family and friends, etc. Participants can also learn useful cybersecurity tips to stay safe online. Step-by-step guides will be provided for participants during the class.	\$50	\$10

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41	Online Storage and Sharing (Dropbox) 网上文件储存与共享 (云端应用程序 – Dropbox)	3-hours over 1 session	课程包括: 1. 创建云端账号 2. 上载和下载文件 3. 分享和管理云端文件 4. 小秘招学习如何安全上网 <i>This course is conducted in Chinese language.</i>	\$50	\$10
42	Online Storage and Sharing (Google Drive)	3-hours over 1 session	This class will introduce participants to online storage and file sharing using Google Drive. The basics will be covered, such as how set up and utilise web applications on a Google account, how to organise files stored online, and how to share files with family and friends, etc. Participants can also learn useful cybersecurity tips to stay safe online. Step-by-step guides will be provided for participants during the class.	\$50	\$10
43	Online Storage and Sharing (Google Drive) 网上文件储存与共享 (云端应用程序 – Google Drive)	3-hours over 1 session	课程包括: 1. 创建 Google 云端账号 2. 上载和下载文件 3. 分享和管理云端文件 4. 小秘招学习如何安全上网 <i>This course is conducted in Chinese language.</i>	\$50	\$10
44	Online Storage and Sharing (Google Drive)	6-hours over 2 sessions	This class will introduce participants to online storage and file sharing using Google Drive. The basics will be covered, such as how set up and utilise web applications on a Google account, how to organise files stored online, and how to share files with family and friends, etc. Participants can also learn useful cybersecurity tips to stay safe online. Step-by-step guides will be provided for participants during the class.	\$60	\$12

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45	SkillsFuture for Digital Community	6-hours over 2 sessions	<p>Participants will learn how to use digital technologies in a confident and safe way, to participate meaningfully in a digitally-enabled society. Topics include:</p> <ol style="list-style-type: none"> 1. Managing Information and Communications (how to surf the internet and communicate via chatting apps) 2. Staying Safe online (tips on cybersecurity and staying vigilant while navigating online space) 3. Transacting Digitally (e.g. online shopping, banking apps and e-Payments) 4. Accessing Government Services (Government digital Services and applications) <p>Step-by-step guides will be provided for participants during the class.</p>	\$100	\$20
46	SkillsFuture for Digital Community 基本数码技能	6-hours over 2 sessions	<p>课程包括:</p> <ul style="list-style-type: none"> • 网络安全 (小秘招教你在上网时如何保持警惕和确保网络安全) • 电子转账 (比如网上购物, 银行应用程序和电子付账) • 某些政府公共服务平台 (政府的电子服务和应用平台) <p><i>This course is conducted in Chinese language.</i></p>	\$100	\$20

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47	Social Networking (Facebook)	3-hours over 1 session	This class will introduce participants to social networking and how to utilise it effectively to connect with friends and family digitally. There is a variety of social media sites available online, and we will touch on Facebook. In this course, there will be step-by-step guides to teach you how to create and set up a Facebook account, and to put it into action. The basics will be covered, such as how set up your Facebook account, how to customise your profile, and how to post messages or leave a comment online, etc. Participants can also learn useful cybersecurity tips to stay safe online. Step-by-step guides will be provided for participants during the class.	\$50	\$10
48	Social Networking (Facebook)	9-hours over 3 sessions	This class will introduce participants to social networking and how to utilise it effectively to connect with friends and family digitally. There is a variety of social media sites available online, and we will touch on Facebook. In this course, there will be step-by-step guides to teach you how to create and set up a Facebook account, and to put it into action. The basics will be covered, such as how set up your Facebook account, how to customise your profile, and how to post messages or leave a comment online, etc. Participants can also learn useful cybersecurity tips to stay safe online. Step-by-step guides will be provided for participants during the class.	\$70	\$14

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				Full course fee	NSA subsidised course fee ¹ (for seniors 50 years & above)
49	Social Networking (Facebook) 社交网络	9-hours over 3 sessions	<p>课程包括:</p> <ul style="list-style-type: none"> • 创建帐号 • 个性化帐号设置 • 寻找朋友 • 收件箱和即时聊天 • 了解网络社交基本常识 • 上传照片与视频 • 小秘招学习如何安全上网 <p><i>This course is conducted in Chinese language.</i></p>	\$70	\$14
50	Staying Safe Online	3-hours over 1 session	<p>This class is designed for participants to learn about cybersecurity and staying safe while navigating the internet. The basics will be covered, such as common cyber risks, and how to identify common cyber-threats. You will also learn to identify scams and fake news with useful cybersecurity tips. Step-by-step guides will be provided for participants during the class.</p>	\$50	\$10
51	Staying Safe Online 网上安全	3-hours over 1 session	<p>课程包括:</p> <ul style="list-style-type: none"> • 网络安全概论 • 上网时, 如何保护好自己 • 网购安全贴士 • 网络安全贴士: 辨认诈骗活动和假新闻 <p><i>This course is conducted in Chinese language.</i></p>	\$50	\$10

Note 1 – NSA subsidy applies to a maximum of three NSA course registrations per year per senior Singaporean.

IT COURSES / 乐龄科技课程 (all courses are conducted in English unless otherwise stated)					
S/N	Course title	Duration (total hours over number of sessions)	Course description	Fees	
				Full course fee	NSA subsidised course fee ¹ (for seniors 50 years & above)
52	Using MacOSX - High Sierra*	3-hours over 1 session	This class will introduce participants to basic set up and common features for the Mac. The basics will be covered, how to open apps and use the Finder, connect to a trusted Wi-Fi network, use Multi-Touch gestures, and enable built-in accessibility features. You will learn to setup iCloud and select services you'd like to enable. You will also learn how to personalize your Mac and some useful settings for everyday usage. Also included will be cybersecurity tips to stay safe online. Step-by-step guides will be provided for participants during the class.	\$50	\$10
53	Using MacOSX - High Sierra*	9-hours over 3 sessions	This class will introduce participants to using the Mac to support their time management, productivity and creative needs. You will learn to navigate using Mac windows and Mission Control. You will also learn how to take photos, videos, notes and organize your media. You will also learn how to share your files and useful security information and cybersecurity tips to stay safe online. Step-by-step guides will be provided for participants during the class.	\$70	\$14
54	Using Windows 10	3-hours over 1 session	This course is designed for those who have the basic computer skills and used previous versions of Windows. The lessons layout focuses on the practical use of Windows 10 and reinforced with hands-on exercises for better understanding and knowledge retention.	\$50	\$10
55	Using Windows 10	9-hours over 3 sessions	This course is designed for those who have the basic computer skills and used previous versions of Windows. The lessons layout focuses on the practical use of Windows 10 and reinforced with hands-on exercises for better understanding and knowledge retention.	\$70	\$14

Note 1 – NSA subsidy applies to a maximum of three NSA course registrations per year per senior Singaporean.