

# NSWNMA EDUCATION CALENDAR

## Computer Essentials for Nurses & Midwives

### Prince of Wales Hospital

Edmund Blakett Building  
Medical Library – North Wing  
1<sup>st</sup> Floor

### Randwick

### Dates 2014

Wednesday 2<sup>nd</sup> April

Wednesday 7<sup>th</sup> May

Wednesday 18<sup>th</sup> June

Wednesday 6<sup>th</sup> August

9.00am to 4.30pm

Lunch & Refreshments  
provided

### Cost:

Members \$85

Non-Members \$170

**LIMITED TO 9 PLACES!!!**

**Parking:** Hospital parking station,  
enter via High Street

### OVERVIEW

This one day course will familiarise novice participants with the Personal Computer (PC) and associated components.

They will have a fundamental understanding of WHS awareness, hardware, software and where computers fit into hospital systems.

General overview of windows operating system and receive practical experience navigating the windows environment using keyboard and mouse actions, launch and switch between applications, and gain an understanding of computer file storage.

- Good ergonomics
- Preventative exercises
- Basic hardware components
- Common peripherals, eg printers, modems, scanners
- Operating systems, working with windows
- Application awareness
- Managing your files

[www.nswnma.asn.au/education](http://www.nswnma.asn.au/education) for registration form and further details

**REGISTRATION:** complete form and post to **NSWNMA, 50 O'Dea Ave. Waterloo NSW 2017** or fax to **(02) 9662 1414**  
**ENQUIRIES:** (02) 8595 1234 (metro) or 1300 367 962 (regional)

Authorised by B.Holmes, General Secretary, NSWNMA

