Digital Literacy Essentials

A training program supporting participants to gain the skills and confidence to access online programs and sites to assist with study and work purposes.

- Work Station set up – ergonomics
- Word – How to process documents, editing and formatting documents, attaching documents to emails
- PDF – converting word documents to PDF
- Google – storing files safely, google drive and online documents available

Delivery Method

This course is delivered face to face, participants will access real life programs with guidance and support from the trainers. Training will take place over 3 days (5.5hrs) totalling 16.5 hours. Classes are from 9.30am - 3.00pm.

Course Structure

There is one unit of competency **delivered over 3 days.**
On successful completion you will receive a Statement of Attainment
for **BSBTEC201 - Use business software applications**

Entry Requirements

Participants from all levels of digital technology can join this class. There are no formal requirement needed. Each participant will be required to complete a LLN to allow the trainer to provide the correct support.

For upcoming course dates, delivery locations or to book a course for your participants please visit our website or contact Kirsty Morrissey **E: Kirsty.morrissey@itfe.edu.au**

COST
$450

RTO #6372