Digital Upskilling:
Study-Job-Career

CLASS TRAINING

General Outline

Want to give your students, job-seekers, employees the best chance to develop and build their IT skills? Are they 'up-to-speed' with at least the basic IT skills required in the tough marketplace?

Our 'Digital Upskilling in IT' (DUIT) course combines blended learning so attendees can learn more effectively the important IT skills needed in the workplace.

So, **DUIT now** and give them better chances of gaining employment and/or working better in the office. Check out the course info below.

Summary of Content

This is a **five (5) part blended-learning course** as follows:

Session	Title	Delivery
(1)	Digital Technologies in the Workplace	1 day face-to-face
(2)	Working with MS Word Documents	3 hours live online
(3)	Working with MS Excel Spreadsheets	3 hours live online
(4)	Job Market, Facebook & LinkedIn, and Workplace Softskills	2 hours live online
(5)	Bookkeeping & Email Skills, and Course Review	1 day face-to-face

Detailed Content

Participants will learn the following:

Session 1: Digital Technologies in the Workplace
- Work better with a Windows PC using lots of great shortcuts, proper keyboarding, mouse shortcuts, etc.
- Check the settings of a Windows PC – audio, screen, camera, Cortana settings, etc.
- Create an electronic filing system for storing files, documents and folders.
- Introduction to cloud computing and terminology, online learning, meeting and video conferencing tools (Zoom, etc).

Session 2: Working with MS Word Documents
- Create and edit word processing documents.
- Format word processing documents.
- Output documents correctly: print and save to PDF.
- Structure documents correctly: formal letter, CV, etc.
- Handy shortcuts to save stacks of time.

Session 3: Working with MS Excel Spreadsheets
- Create and edit spreadsheet documents.
- Format spreadsheet documents.
- Work with simple formulas and charts.
- Output documents correctly: print and save to PDF.
- Handy shortcuts to save stacks of time.

Session 4: Job Market, Facebook & LinkedIn, and Workplace Softskills
- State aspects of online job market, researching jobs online.
- State differences of a Facebook profile and a Linked In profile.
- State the important aspects of a great Linked In profile.
- State and exhibit important job 'soft skills'.
- Understand importance of interpersonal skills, phone and email etiquette, working in a team, meeting etiquette, etc.

Session 5: Bookkeeping & Email Management Skills, and Course Review
- Work with a typical online accounting and bookkeeping app (Xero) .
- Create and manage email communications, attachments, and more.
- Review the DUIT Course, receive certificates, and where to next.

Course Rate & Dates
- For rates and dates, visit:
  classtraining.com.au/DUIT-JS

Prerequisites

No previous experience with IT tools is required nor assumed.

Course Includes*
- Computer for hands-on skills (face-to-face sessions).
- Extensive training manuals.
- Refreshments (face-to-face sessions).
- Certificate of attendance.
- After-course support.

* Inquire re details.

Online Sessions Include
- PDF workbook of instructions.
- Interactivity: ask your questions.
- Access to recording of session.
- After-course support.

How to Book
- Phone: **(02) 6041 2711**
- Email: **office@classtraining.com.au**
- Book online:
  classtraining.com.au/coursedates/cat-47-digital-upskilling

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[Work Smarter]