

Digital Upskilling for Job-seekers

Course Content



General Outline

Want to give your job-seeker clients the best chance of gaining employment? Are your job-seeker clients 'up-to-speed' with at least the basic IT skills required in the tough marketplace?

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

So, **DUIT now** and give your clients better chances of gaining employment. Check out the course information 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](http://classtraining.com.au/coursedates/cat-47-digital-upskilling)

