

Digital skills for office work



Course Description

This course is designed for individuals who wish to develop their digital skills to enable them to work in office environment.

Course structure

ICTICT214	Operate application software packages
BSBTEC301	Design and produce business documents

Upon successful completion participants will be awarded statement of attainment for all accredited units.

Learning outcome

- Identify digital application and terminologies
- Follow organisational policies and procedures for digital communication
- Store digital communications according to organisational policies and procedure
- Use word- processing software
- Use spreadsheet software
- Select software package according to task requirements
- Send emails, download and upload attachments
- Data storage and filing conventions
- Select and use technology and software applications to produce required business documents

Delivery mode

Face to face
4 days

Fees

Pricing varies based on group size.



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