



Course Overview

This course will help you improve your skills in using digital technology in a workplace environment.

The program also focuses on employability. You will be using your increased digital skills to enhance your resume, improve your job readiness and target your job search.

Skills

You will learn a range of skills, such as:

- using computers for workplace tasks
- using common programs for email
- using common programs to create documents
- troubleshooting basic problems and errors
- using web browsers and search engines for workplace tasks and job hunting

“This has been a great course, it’s taught me how to use technology and feel more comfortable working on computers.”

“I didn’t have the patience or interest in computers at first but I’m really glad I did this course. I feel so much more positive and I like using computers now.”

“When I started the course I didn’t know how to turn a computer on. Now I can send emails, search the internet and use MyGov on my phone.”

Enrol Online

Book into the next course at www.syc.net.au/RTO



SYC is a not-for-profit employment, training and youth services provider. We have worked for over 60 years to help Australians lead independent lives. As a Registered Training Organisation (RTO) we provide a range of courses aimed at helping you increase your skills and prepare for meaningful employment.

Units

SYC delivers the following units from FSK20113 Certificate II in Skills for Work and Vocational Pathways and BSB30115 Certificate III in Business:

FSKDIG03	Use digital technology for routine workplace tasks	Core
FSKWTG09	Write routine workplace texts	Core
FSKLRG10	Use routine strategies for career planning	Elective
FSKLRG11	Use routine strategies for work-related learning	Core
FSKRDG10	Read and respond to routine workplace information	Core
BSBITU306	Design and produce business documents	Elective
BSBITU313	Design and produce digital text documents	Elective

Students will receive a Statement of Attainment upon successful completion of the course.

Eligibility

This course is subsidised by the Government of South Australia. To access subsidised training, your suitability to complete the qualification will be assessed.

For more information please contact us on 08 8405 8500 or email learning@syc.net.au

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Cost

This course is fully funded by the South Australian Government. All learning materials provided.

Delivery

This course is delivered face-to-face, two days per week for ten weeks.

SYC Elizabeth East, 29 Enterprise Road
Ph: 08 8255 9028



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