

Adult Digital Literacy Course

What is the Adult Digital Literacy Course?

A five (5) day face-to-face workshop that will introduce you to the digital world and help strengthen your current digital literacy skills and knowledge. This course will provide you with the essential knowledge and skills that can boost your employability skills, giving you a more competitive edge in today's job market and our digital world.

Is this course accredited?

Yes, the course is accredited. It can be found on Training.gov.au BSBTEC101 Operate digital devices. On successfully completing and submitting the requirements of the course, you will be issued with a Statement of Attainment. This can be added to your resume and portfolio.

What is covered in this course?

Some of the key elements covered in this course includes:

- Digital terminology and basic computer features.
- Key components of digital systems.
- Key functions of operating systems.
- User procedures for powering up and shut down.
- Activating digital devices and accessing help features.
- Navigate and organise files or applications.
- Navigate and create online accounts and profiles through various portals such as:
 - MyGov and Jobactive accounts.

- APM's Employable Me app.
- Seek, Indeed, LinkedIn and other job searching platforms.
- Edit and update stored information.
- As well as other key elements used in everyday digital uses.

Do I need to attend all days?

It is important that you attend the five (5) days of the course. This course will run from 9.30am - 3.30pm each day. This will ensure you are given every opportunity to enhance and develop your digital skills through a range of group activities, individual assignment and assessment submissions, employer host day, and to also celebrate your achievement on your graduation day.

Who will be providing the training?

MCI will provide the training. MCI is a Registered Training Organisation (RTO). Your trainer is highly skilled and experienced within the subject matter and will be there for you every step of the way to support and assist you throughout the course.