



S U N R A Y S I A  
REGIONALCONSULTING

Discover a course  
that is right for you.

## DIGITAL LITERACY

### PROGRAM CONTENT

This program is designed to instil basic computer skills in the participant who may have learning barriers. The course will focus on basic word processing, spreadsheeting, electronic calendars and task managers, email, and using the internet safely.

### PATHWAYS

This program can lead to Certificate I in IT, Certificate 2 in Business. It will increase employability skills such as written communication, technology skills, self-management.

### LIMITED PLACES

Please enrol to ensure you secure a place.

### DURATION AND DELIVERY

Classroom based  
4 days  
5 hours a day  
1 week program

### 2020 DATES AND TIMES

Tuesday 10<sup>th</sup> March, Wednesday 11<sup>th</sup> March, Thursday 12<sup>th</sup> March, Friday 13<sup>th</sup> March

9:30am – 3:00pm EACH DAY

### LOCATION

150 Langtree Avenue  
MILDURA VIC 3500

### FEES

This program is fully funded through the Victorian Government



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