Digital Essentials

Advance
Advance Community College
RTO 4016

About this course

This introductory course provides participants with the opportunity to become familiar with the use of computing devices, operating systems and the Internet. Through guided exploration, you can learn to use technology in your personal and professional life. This course is suited to people with little or no experience.

The course content can be adapted based on the group's interests and objectives.

This is a pre-accredited course.

What you will learn

- Computer operating systems and applications
- Word processing
- Spreadsheets
- Multimedia presentations
- The Internet and online safety
- Online communications
- Social media
- Apps and software
- Everyday technology

Entry requirements

All participants must:
Be a minimum of 17 years of age;
Be an Australian or New Zealand citizen;
Not be attending school;
Be able to read, understand and interpret written information.

Delivery

This course is delivered 1 day per week over 6 sessions from our Rosebud and Hastings campuses. Sessions run from 9:30am to 2:30pm.

Assessment

The assessment in this course involves non-formal classroom-based workshops and practical tasks. Upon successful completion, participants will be issued with a Certificate of Participation.

Fees

*Government subsidised concession fee: $6.00

*Government subsidised tuition fee: $32.00

*This course is subsidised by the Victorian Government through Adult, Community and Further Education (ACFE). Eligibility criteria apply.

Locations

- 6 Henry Wilson Dr Rosebud
- 1973 Frankston Flinders Rd Hastings
- 43 Mitchell St Mornington

For more information and to enrol,
please visit our website advance.vic.edu.au or send an email to learn@advance.vic.edu.au

6 Henry Wilson Drive, Rosebud | P: **5986 4623**   1973 Frankston Flinders Road, Hastings | P: **5979 1398**   43 Mitchell Street, Mornington | P: **5977 2976**

Advance respects and values everyone regardless of their gender, sexual orientation, disability, age, ethnicity, race or religion.
Individuals with a disability are encouraged to apply. We are committed to child safe practices and equality for all.