



INTRO TO THE DIGITAL WORKPLACE

WEDNESDAYS 12:00 PM - 2:30 PM & FRIDAYS 9:30 AM - 12:00 PM

Starts Feb 2nd (Wed) & Feb 4th (Fri) ongoing intake

Learn to use the latest Microsoft technologies with this **FREE** Accredited course

2 SESSIONS EACH WEEK TO QUICKLY BUILD SKILLS

Build skills and confidence with our new laptops and learn:

- Learn Microsoft 365 - work from home platform
- Emails: using Microsoft Outlook and Calendar
- Learn Word and Excel - easy step by step
- Free creche available



This foundation skills course is funded through the Government of South Australia's **WorkReady** initiative.

This course is delivered and assessed by Interskills (RTO 6653) which is the issuing Registered Training Organisation



Interskills
TRAINING

Interskills is a division of WISE Employment RTO 6653



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**Learning Local Changing Lives
Adult Community Education**

Hackham West Community Centre

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