

INFORMASIE TECHNOLOGIE

INFORMATION TECHNOLOGY

FREE DIGITAL LITERACY TRAINING

Our training service provider, StellieTech is currently offering a 3 Day Digital Literacy Course (see below for more detail on content, requirements, etc.)

The course is free to all SU staff, but space is limited, so register as soon as possible if you're interested.

To register, go [Sun e hr](#)-> SUN Employee Self service-> Training and Development-> Learner Home-> Information Technology and the course will be listed there.

Duration: 3 Days

Recommended Prerequisites: Basic computer skills

Certificate of training: StellieTech Certificate of Completion

Assessments: Graded pre and post assessments between lessons.

Overview: This course aims to equip the learner with the knowledge and appreciation of the business environment and to empower them to be efficient and effective in the office.

Course Objectives:

- Gain an insight into working with the internet and being able to use these skills in the workplace.
- Learning how to be an effective assistant by using technology to enhance your productivity.
- Computer training and basic tasks needed as a certified computer user. Course Information

Course Outline

Session 1: Working with the Internet

- Internet
- Navigation and Media Literacy
- Browser Functionality
- Rights and Usage
- Email Clients
- Calendaring
- Communication Methods
- Digital Citizenship

Session 2: Fundamental basics

- Hardware
- Internet Basics

- *Mobile Devices*
- *Software Architecture*
- *File and Software Management*
- *Troubleshooting Basics*

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