



# SKILLSFUTURE FOR DIGITAL WORKPLACE

A foundation course leading to the Worker 4.0 Digital Readiness Certification

**\$50** SINGAPOREANS & PERMANENT RESIDENTS

**\$10** NTUC UNION MEMBERS (SC/PR)<sup>1</sup>  
Only for self-paying applicants

## Recommended for Individuals

The 2-day course provides learners with the foundation knowledge and skills to use digital and mobile devices to stay connected, and embrace technology to enhance the quality of personal and work life.

### Topics:

- Connect digitally for professional networking and industry updates
- Use government and public online services
- Shop and pay bills online
- Create forms and slides
- Read eBooks
- Search online for jobs and courses
- Observe cyber security
- Backup data

Register Now  
**SFDW (Basic)**



### Upcoming Course Dates (View more dates in the application form)

ITE College Central	ITE College East	ITE College West
28 & 29 Nov (Thu - Fri) English	28 & 29 Nov (Thu-Fri) English	7 & 14 Dec (Sat) English
7 & 14 Dec (Sat) English	7 & 14 Dec (Sat) English	
12 & 13 Dec (Thu - Fri) Mandarin	12 & 13 Dec (Thu - Fri) Mandarin	
Buona Vista Community Club	Tampines Regional Library	Jurong Regional Library
7 & 14 Dec (Sat) English	10 & 11 Dec (Tue - Wed) English	18 & 19 Dec (Wed-Thu) English
16 & 17 Dec (Mon-Tue) Mandarin		

## Recommended for Companies

The 2-day course equips learners with foundation skills to gather and use data, collaborate on-the-go and be aware of emerging technologies and cyber security. Through the hands-on sessions, learners will develop greater confidence to contribute effectively at the workplace, in the digital age.

### Topics:

- Use Office Productivity applications (Word processing, spreadsheet, presentation slides)
  - Share and collaborate using technology (Email, calendar, shared drive)
  - Gather information using online forms and access online resources
  - Observe cyber security
  - Access online resources for companies
- Find out more about:
- Data Analytics and Visualisation, Cyber Security
  - Emerging Technologies eg, Artificial Intelligence (AI), Machine Learning (ML) and Robotics Process Automation (RPA)

Register Now  
**SFDW (Business)**



### Upcoming Class

ITE College Central  
9 & 16 Dec (Mon) English

For enquiries or to arrange for on-site company classes, please contact 1800-2222111 or email cnt@ite.edu.sg

<sup>1</sup> NTUC union members who are non SC/PR can tap on the Union Training Assistance Programme (UTAP) to offset up to \$250 from the full fee of \$749