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Western Australia.

Library Digital Technologies Skills

State ID: SC-PLB-V1423

About this course

Gain the skills required to work in WA libraries

This course has been developed in consultation with WA libraries and covers the skills and knowledge required to record and prioritise client support activities, determine required resources, and solve client information and communications technology (ICT) problems. You will also learn to use a range of multimedia equipment and library programs.

The course lecturer, Colleen Harris, has 30 years professional experience and over 15 years of experience training students enrolled in Library and Information Services award courses at North Metropolitan TAFE. She has also provided training to government professionals.

Gain these skills

- Support customers via successful communication techniques for handling diverse enquires
- Understand various operating systems and interfaces
- Essential software and hardware troubleshooting
- Issue logging, organising maintenance, sustainability, security, privacy and related OH&S issues
- Use multimedia programs and digital media collections, such as Microsoft Office, Blogs, Kanopy, OverDrive, BorrowBox, RBdigital, Story Box Library, Busy Things, ClickView, and government online services (ie myGov)
- Maintain multimedia, and correct minor operational faults, and reviewing the use of multimedia in libraries

Is this course right for me?

I have the following attributes:

- Sound English language skills
- Computer literacy

Some of the courses on the list can be done completely online. However some of the courses require a practical component which can't be done online, or some may be a mix of online and face-to-face learning. We'll let you know what's required for your course. For a full list of online courses, please use the filters under the *Refine course results* menu.

Details

During your course of study, NMTAFE may use a variety of learning practices to ensure you get the best outcome for your learning journey.
This may include online learning, face-to-face classroom, laboratory/workshop delivery, work placement or a combination of these, depending on which is most appropriate.

Job opportunities

Library Assistant | Library Officer | Information Officer | Library Customer Service Officer

Please note this list should be used as a guide only as job titles and qualification requirements may vary between organisations.

Important information

Course starts Monday 21 September 2020 and runs for 10 weeks.

If you have any queries regarding the course, please contact Colleen Harris on colleen.harris@nmtafe.wa.edu.au.

Fees and charges

$406 (inc. GST)

Please note, fees are subject to change.