

## Digital acculturation

### GENERAL OBJECTIVE OF THE TRAINING

Digital is everywhere: in our administrations, jobs, businesses...  
Leverage digital skills to make your daily life easier.

### OBJECTIVES

- Access a remote server to add documents.
- Create a mailbox and write emails.
- Manage your personal digital assistant and your calendar.
- Handle videoconference system.
- Get to know applications (administrations, business trips, public transport, commercial websites).

### PUBLIC CONCERNED

Anyone who is distanced from digital devices, and who wants to get initiated to them or upgrade their skills.

### PREREQUISITE

No degree, qualification or certificate is required.  
Own the necessary IT devices : computer, smartphone, webcam, internet access.

### TERMS AND CONDITIONS

Organisation : minimum of 4 and maximum of 8 applicants.

Delivery method : face-to-face + online practice

Language : French.

Term : 14 hours.

Dates : please contact us.

Fee (any public) : 1200 € (excl VAT) par applicant.

Accessibility : accessible to the disabled. Please contact us to ensure it.

Set time limit after registration : 1 month.

Teaching resources : both theory and practice, websites and social networks.

Assessment : continuous assessment with tests, quizzes and practical enforcement.