

## Essential Digital Skills

Study Mode: Part-time | Course Level:

### Is this course right for me?

Learn Digital Skills for everyday life! Whether you are a beginner who needs to learn the basics, or have some computer knowledge and want to develop your skills to improve your employment prospects, our FREE digital courses will improve your knowledge and confidence in using a range of IT software packages.

What will I learn?

Our training courses will cover a range of topics dependant on your skill level including:

- Using devices and IT systems
- Organise, store and handle information
- Word Processing
- Use Presentation Software including PowerPoint
- Creating and editing emails
- Transacting
- Online safety and security
- Communicating electronically using Microsoft Teams, Zoom etc

When is the course and how do I apply?

Courses are starting throughout the year at various locations.

To register your interest or find out more information, please click the apply now button below and complete your details.

### Delivery

**Location:**

**Start Date:** Various throughout the year

**Day:**

**Time:**

**Course Fee:**

**Course Code:**

**Study Mode:** Part-time

Apply online: [www.wolvcoll.ac.uk/apply](http://www.wolvcoll.ac.uk/apply)