Essential Digital Skills

Study Mode: Part Time

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.

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.

Entry Requirements

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

What skills will I gain?

How will I be assessed?

What can I do next?

Delivery

Location:

Start Date:

Day:

Time:

Course Fee:

Course Code: EMP

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Apply online: **www.wolvcoll.ac.uk/apply**