

Using Digital Devices

Study Mode: Part Time

Is this course right for me?

Using Digital Devices is one of our free courses which offers a range of training and skills development in the latest digital techniques. It has been designed to help you get into employment by developing the skills and knowledge needed to work in specific sectors.

Whether you are looking for work, or you want to improve your digital skills to improve your employment prospects, this course can help you develop the skills you need.

Where is the course held?

Courses are held at college sites or in local community venues.

Entry Requirements

What will I learn?

The course includes a range of units to improve your knowledge of using a range of digital devices. These include:

- Using devices and handling information
- Creating and editing emails, Word documents, and more
- Communications electronically using Zoom, Teams, Google Meet etc
- Online safety and security

In addition, you will also be supported to:

- Develop key employability skills, such as communication, teamwork and problem solving
- Produce a CV and apply for jobs
- Prepare for an interview

Free data is available to those who complete the sessions to help you stay connected

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