Essential Digital Skills for Work - Ashby Hub - Monday AM

Course Name	Start Date	End Date	Site	Total Fees
Essential Digital Skills for Work - Ashby Hub - Monday AM	13/01/2025	10/03/2025	Ashby Community Hub	0.00

Course Description

This course is designed to teach you how to use ICT (computers) for work.

During the course, you will have cover the following topics:

• Using devices and handling information
• Creating and editing documents
• Communication
• Transacting
• Being safe and responsible online

Suitable for
This course is suitable, if you are out of work or in work and wanting to upskill.

Entry requirements
You must be aged 19+ on 31 August 2024 and be UK resident for at least 3 years to join this course as an adult learner.

Delivery Method
This course will be delivered face to face at Ashby Community Hub over 8 weeks.

Fees
Free of charge.

If you need any more information, please contact our Customer Service team on 01724 297146.