Derwentside College

Digital Skills for Employment

A 4 week course which focuses on improving your IT skills and knowledge of the digital world, whilst looking for employment

Wednesday - Friday • 9.30am - 3.30pm • 4 weeks

What does the course cover?

- Using a computer effectively to present documents
- Creating and updating your CV (to include a digital CV)
- Job search, using social media and the internet
- Email etiquette when applying for a job
- Personal budgeting
- Preparing for interview – what to do (and what not to do!)
- Building on your self-confidence and developing your communication skills
- Personal wellbeing – mental health awareness

Qualifications

Upon successful completion, you will gain the following certificates which will enhance your CV:

- Certificate in Employability
- Award in Digital Skills
- Award in Mental Health Awareness

Contact 01207 585900 to book your place

Front Street, Consett, County Durham, DH8 5EE   www.derwentside.ac.uk