

Employability Programme: Digital Skills



Already know the basics, can "surf the net", use the keyboard, open emails and now ready to move on? This course will include suitable websites for those looking for jobs and housing portals. It will cover how to download, then print out job application forms attached to emails, how to upload documents such as CVs onto your email, plus how to complete on-line applications and route planning to attend interviews. You will also use Microsoft Word to type a document, save and retrieve it from your computer, and various formatting skills, which will help you to complete assignments or build portfolios to obtain a qualification.

Start Date: 21 April 2026
Start Time: 09:45
Lessons: 6
Weeks: 3
Hours: 30.00

Note: If you have an email address, please ensure you know your email address and password. You will be required to log onto your email account on the computer as part of the course.

Venue

Rochester Adult Education Centre
Rochester Community Hub
Eastgate
ME1 1EW