

# Skills Bootcamp - Digital Skills (IT Office Skills)

BUSINESS & MANAGEMENT



COMPUTING



## Course Overview

This practical 12-week programme helps employees and volunteers develop essential digital skills for the modern workplace.

Who It's For?:

- Employees or volunteers who want to improve their digital confidence and efficiency
- Organisations looking to strengthen digital capability
- Ideal for roles in administration, coordination, customer service, or digital engagement

Benefits:

- Improved digital confidence and accuracy
- Increased responsibility in the workplace
- Enhanced career prospects and organisational impact

## What You Will Study

Participants will learn to:

- Use Microsoft Word, Excel, and Outlook effectively
- Manage files and use cloud storage
- Understand cybersecurity and GDPR basics
- Communicate and present digitally
- Apply digital tools to real workplace tasks

## Attendance Expectations

Every Friday for 12 weeks - 9am - 3pm

## How You Will Be Assessed

Coursework and final project.

## Entry Requirements

- 19+
- Work or live in Wakefield district (check with us if unsure)
- Minimum standard of English (screening will be carried out)

### START DATE

TBC

### LEVEL

Level 3

### STUDY MODE

Part-time

### DURATION

1 day a week for 12 weeks (9am-3pm)

### LOCATION

Wakefield College



For further information about this course, including Entry Requirements, Assessments and Further Study, scan the QR code.

## Need More Information?

For additional course information please contact the Course Information Team on **01924 789111** or email [courseinfo@heartofyorkshire.ac.uk](mailto:courseinfo@heartofyorkshire.ac.uk).

To learn more about Wakefield College, our facilities and how we can support you please visit our website [www.heartofyorkshire.ac.uk](http://www.heartofyorkshire.ac.uk).

## Quick Links



How to Apply



Student Support



Virtual Tours

- Seeking new employment or increased responsibilities at work

## Fee Information

Free for learners who self-refer.

Employers who refer staff will have to pay a contribution - £337.50pp if you are an SME (fewer than 250 employees) and £1012.50pp for large businesses (250+ employees).

## Further Study

Employed individuals will gain skills which will help them progress at work or change careers.