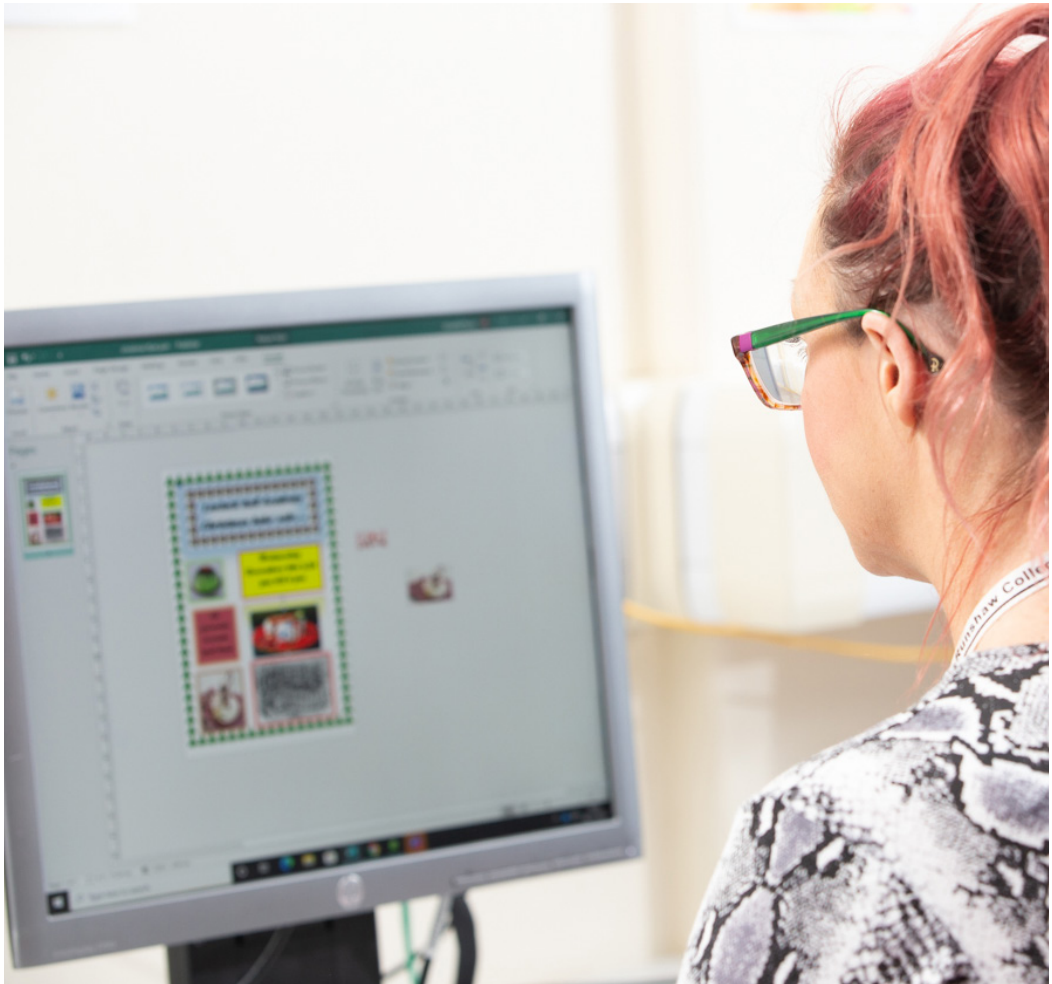


# Essential Digital Skills



#Readyforwork

#Digital

#Skillsforlife

# Essential Digital Skills



- Update your digital skills
- Get ahead in the workplace
- Be confident on the internet

**17 week** course

## Focus your skills in:

### Problem Solving

Find digital solutions to digital problems using online tools.

### Transactions

Apply for services, safely buy and sell, and manage all your transactions online.

### Handling Content

Find, create and manage content, safely, securely and in line with GDPR data laws.

### Communication

Communicate, share, celebrate and inform safely and effectively online.

Reserve your place by emailing  
[justask@runshaw.ac.uk](mailto:justask@runshaw.ac.uk)

w: [runshaw.ac.uk](http://runshaw.ac.uk)

Course enquiries: **01772 642040**