

Business and IT: Online Course

This **FREE** online interactive course has been specifically designed to prepare learners with the necessary skills to work within a business environment. The course lasts ten weeks and students would be expected to work between 10 and 15 hours per week. The course will cover how data is used and presented through key technologies; word processing, presenting information, spreadsheets, databases and other commonly used digital applications.

Learners will develop essential technical and business skills demonstrated by an E-portfolio of their work. They will also gain SQA accreditation (level 7) in advanced spreadsheets, databases and word processing software.

Each student will be fully supported online with interactive classes and online collaboration tools with industry insights (Webinars) on specific topics; Data Security, Data Analytics and Database Design.

Course Background

There are thousands of new jobs available in the digital sphere each year. Jobs in every sector; marketing, human resources, data management, health services and finance. This course is designed to equip our students with the industry relevant digital skills and accreditation to gain employment in one of these sectors.

Code Division are a not for profit organisation and an SQA certified learning centre. Our central aim is to reduce poverty and inequality through digital education.

Website: www.codedivision.co.uk

Facebook: @codedivision1

Twitter: @codedivision

The funding for the course comes from the Digital Start Fund. This fund is overseen by Skills Development Scotland on behalf of the Scottish Government.

www.digitalworld.net/careers/digital-start-fund

Eligibility

These courses are **FREE** to anyone who is unemployed or facing **more** than one barrier to employment.

Barriers include; working in a low income job, being a single adult with dependent children, being from an ethnic minority, an army veteran, a refugee, a primary carer, living in an economically deprived or rural area, having a disability or suffering from long term physical/mental illness and there are many other obstacles preventing people accessing digital jobs.

Being underemployed is a barrier to gaining employment: If you either work in a part-time job, are part of the gig economy and desire fulltime more secure work or even have the education, experience, or skills beyond the requirements of your present full time job.

Suitability

This course would be suitable for individuals who have:

- A good understanding of different Microsoft Applications.
- One Higher at Grade C or above.
- NQ Qualifications at Level 6.
- HNC/HND/Degree (As long as it was not completed in the last 12 months).
- Other relevant qualifications or experience.

We will accept each student on an individual basis but the main criteria is a genuine desire to work in the sector.

For more information and application forms for this course contact either:

hlove@codedivision.co.uk

jmcgowan@codedivision.co.uk