

Digital Skills: Online Job Search

Course overview

Most employers now only advertise new jobs online and expect job applications to be completed in digital form. This course is designed to help you use computers as your first step to finding and applying for a job.

What will I study?

You will explore how to find jobs online, where to begin, what to look for and how to start the process of submitting applications for work.

Assessment method

Throughout the course, you will receive feedback from your tutor. You will be assessed using various assessment methods, including individual and group work.

Entry requirements

There are no formal entry requirements. You should be able to understand, read and follow verbal instructions

What should I bring with me?

You will need to take notes so bring along your preferred tools such as a pen and paper or an electronic device.

We have computers for you to use in classrooms and in our Student Services Lounge. There are currently no printing facilities at the college.

Key information

Code	Date	Time	Location	Full Price	Concession Price
1020	Friday 2 October 2020 to Friday 9 October 2020	10am to 12pm	Barking	0.00	0.00
1021P	Wednesday 3 March 2021 to Wednesday 10 March 2021	10am to 12pm	Dagenham	0.00	0.00
1022	Tuesday 6 July 2021 to Tuesday 13 July 2021	12.30pm to 2.30pm	Barking	0.00	0.00

Possible next steps

You will be supported to enrol on to the most suitable level course for you following the successful completion of this course.

Contact us

Our friendly staff can give you further advice and support.



email: adultcollegeenquiries@lbbd.gov.uk



call: 020 8270 4722