

PREREQUISITES

Good knowledge of German (at least B1) and initial experience with the PC

COURSE OBJECTIVE

The qualification "IT for All II – Secure in the Digital Working World 4.0" enables you to get to know digital applications in depth and to be able to use them professionally. The focus is on simulations of job-related work situations.

TARGET GROUP

People with initial experience in the IT sector

TYPE OF DEGREE

After successful participation you will receive a certificate.

FUNDING

Eligible for funding through an education voucher, the German Federal and State Pension Insurance and the Qualification Opportunities Act



CONTACT

BBQ Bildung und Berufliche Qualifizierung gGmbH

Ines Eisemann

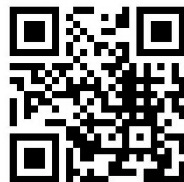
Mobile 0172 1890144

E-Mail eisemann.ines@biwe.de

DATES AND LOCATION

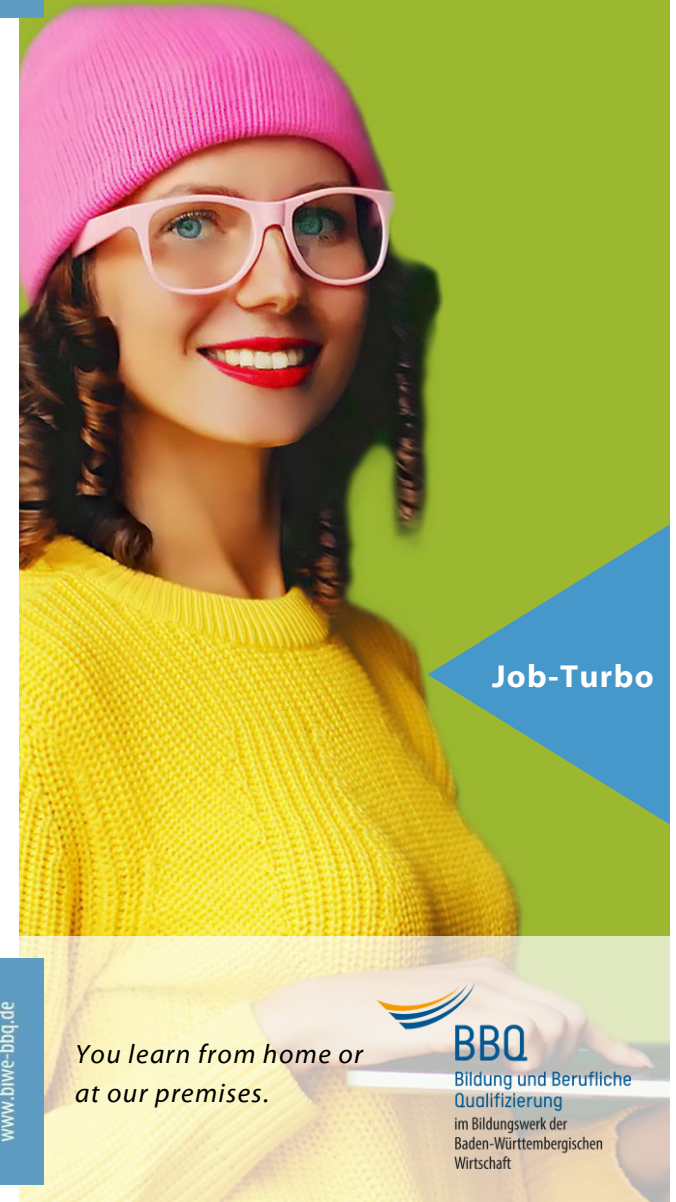
On request or at

<https://www.biwe-bbq.de/jobturbo>



Digitale Angebote

IT FOR ALL II - SECURE IN THE DIGITAL WORLD OF WORK 4.0

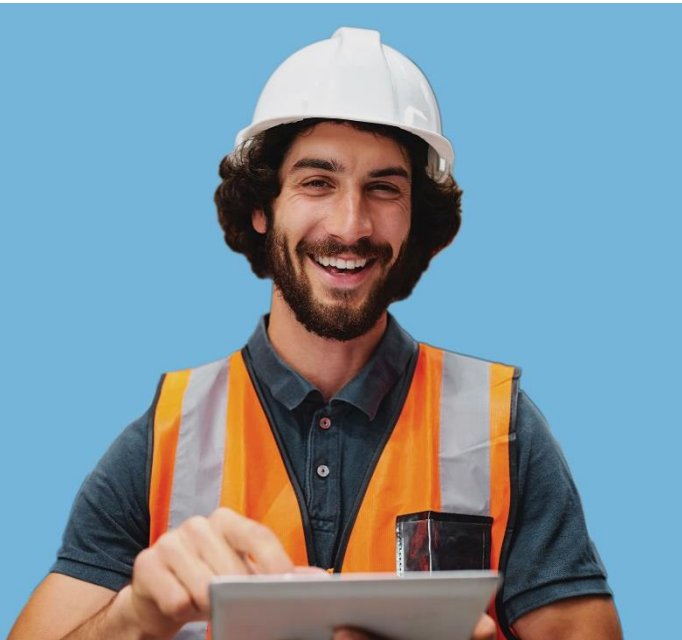


Job-Turbo

www.biwe-bbq.de

You learn from home or at our premises.





IT FOR ALL II - SECURE IN THE DIGITAL WORLD OF WORK 4.0

Open up new career prospects and increase your market value! IT for All II is the right qualification for you if you want to refresh and deepen your practical knowledge of PCs and the digital world. In order to optimise the content and support of the course for you, we assess the level of knowledge of the participants before the course begins.

CONTENTS

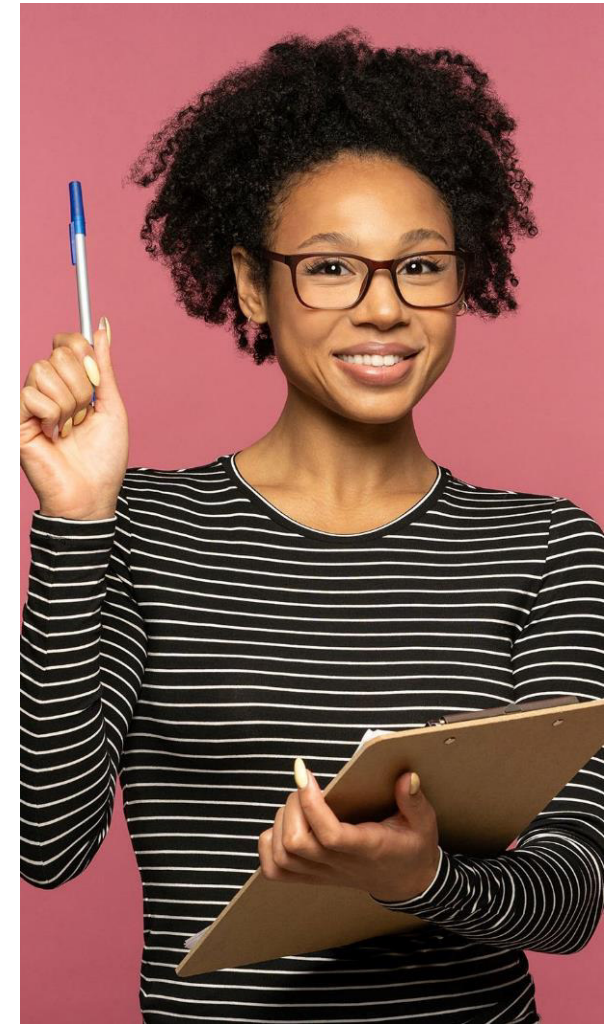
- Data protection in the digital workplace
- User programs in digital everyday working life (e.g. Office with a job reference)
- Online communication at work: emails, interesting online meetings and more
- Use e-services and online trading cleverly
Digital job search and professional networking
- Develop resilience, deal with difficult customers
- Simulation of job-related work situations

LEARNING METHOD

Experienced trainers convey the learning in-keep up with our virtual classroom and accompany you in independent learning. Our Participants either learn from home from or in our on-site training rooms. Our digital coaches will support you.

BENEFIT

More and more companies are digitizing processes and communicating in increasingly complex ways. Digital skills are the skills to recognize these changes in the world of work, to apply them, to use technologies safely and to acquire new knowledge. There are therefore excellent career opportunities for digitally qualified employees. "IT for All II" is a further training measure that prepares you for successful work in the digital world.



DURATION

130 teaching units of 45 minutes each

We will be happy to advise you on the funding options.