

**MICRO-CREDENTIAL****Core Skills for a Digital World****Course Overview**

Do you have strong basic computer skills but would like to expand your skill set to be able to communicate and collaborate digitally using tools such as video conferencing, document sharing, etc.? Then this course is for you.

Students will leave this course having competency in:

- Video conferencing tools and best practices
- Collaborative online tools and best practices
- Workflow management online tools and best practices

The skills developed in this course will be able to be applied in a variety of platforms. Participants will leave with the confidence to apply these skills in their own work environment.

**Fees**

FREE; this first offering is a fully funded learning opportunity

**Format**

Online, Instructor Led; Combination of scheduled and unscheduled activities

**Ready to Register?**

To register for the course, you and your employer/employment service agency must fill out both forms. Applications will not be considered complete until both forms have been submitted. [Student Form](#) | [Employer/Service Agency Form](#)

**FOR MORE INFORMATION:**

P 250 561 5846

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[cnc.bc.ca/ce](http://cnc.bc.ca/ce)

**45 hours  
Offered twice****1****2021S CEDV 110 WI019**

January 26 - March 29, 2021

Thu | 10:00 am - 11:30 am

Registration recommended by  
January 22, 2021

**2****2021S CEDV 110 WI018**

January 26 - March 29, 2021

Fri | 12:30 pm - 2:00 pm

Registration recommended by  
January 22, 2021

**Technical requirements**

A computer and internet connection are required to take this course. Students are also expected to have a basic proficiency in computer usage and the Microsoft Suite of programs.

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