

# Digital Skills for Beginners - Intensive

This course is intended for those with little or no starting knowledge of using a computer, and aims to improve their skills and confidence over the 5 days.

The aims are:

1. Be able to switch a device on/off and interact with it. Use mouse and keyboard on a PC and a touch screen on a mobile phone. Understand terminology, ways of connecting to the Internet, use Google to find information and navigate known websites
2. Create an email account and use it to send and receive emails, send to more than one address; receive, forward, reply and print. Download and upload attachments. Create a Signature, plan events on a Calendar. Use text enhancements and spell-check.
3. Staying safe, complete online forms such as job applications. Use a word processor, Microsoft Word, to create documents, such as a CV. Add pictures to documents, save to USB. File management techniques and copy & paste

Start Date: 15 January 2025  
Start Time: 09:45  
Lessons: 6  
Weeks: 3  
Hours: 30.00

PLEASE NOTE THIS CLASS RUNS ON A WEDNESDAY AND A FRIDAY

## Venue

Medway Learning and Skills Hub  
Unit 2  
Britton Farm Street  
ME7 1GX

## What will I learn on this course?

By the end of the course you should be able to:

- 1) Switch on the computer, use the mouse/touchpad/touchscreen and keyboard to interact with the computer system
- 2) Use the Internet to find specific information, e.g. Google, Medway council, Universal Jobmatch and other job websites
- 3) Create an email account to send and receive emails.

## Is this course suitable for me?

This entry-level course is suitable for the beginner with very little or no prior knowledge of computers. Discover computing in a relaxed and supportive environment and learn how to use a computer in an enjoyable, hands-on way. It is designed to raise confidence and provide a foundation for further study.

## Is there anything I need to know about the course?

A good standard of spoken and written English is required and it is essential to be able to follow and understand verbal and written instructions, write in full sentences using punctuation and be able to plan, draft and proofread your work. You may wish to bring your own fully-charged tablet or laptop after the first week so you can practice on your own device. Note that most of the locations that we use do have wi-fi available but the quality cannot be guaranteed. You will need to bring in your mobile phone to create an email address in the first lesson. During the process, they will send a text message with an activation code – note they don't share your number and don't send any other messages. Please bring a pen to make personal study notes. An A4 ring binder to keep Handouts in will also be useful.

Extra practice always helps; an hour or two each week will be beneficial. You do not need to have a computer at home, however, as you can use public access computers at all libraries for free.

## What could I go on to do after this course?

You may wish to progress to the Digital Skills for Improvers, which allows you to revise your internet skills using more advanced sites. Learn how to communicate by email with friends, family and recruitment services. Revise how to create and send emails, then how to print and reply, how to open emails sent to you and download attachments such as job application forms.

Alternatively, progress on to the Entry 3 Award in Using ICT Skills to gain a nationally recognized qualification. Specialist advice is available from your tutor to help you identify the best course for you.

If you wish to explore your learning, work or career options, you can speak to a fully trained careers advisor on 0800 100 900. <https://nationalcareersservice.direct.gov.uk>

If you need further advice please telephone 01634 338400.

## Attendance Policy

In order to get the most out of your course you will need to attend as many sessions as possible. We recommend at least 90%. If you do have a holiday booked during term time please let the tutor know in advance so that we can help you catch up on missed sessions and ensure that you still achieve the course outcomes. If you are unavoidably ill or unable to attend, please contact 01634 338400 so that we can let your tutor know, and so they can send you any work you may have missed

#### **How are digital skills used and enhanced on this course**

You need to use the computer and internet for your course . The tutor will speak to you about useful websites, apps and online resources which you may be asked to use for homework.

#### **Health and Safety**

We try to make sure your class is as safe as possible. If you are worried about anything, please talk to your tutor or our Safeguarding Officer.