Digital Skills for Beginners - Entry L1

Medway Adult Education

R261779T

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 course. Job searching is an integral part of each lesson.

You will learn all the basics, including mouse and keyboard skills, internet, emails and using Microsoft Word. This course will include suitable websites for those looking for jobs and managing day-to-day life. Learn how to get on to the Internet and use search techniques effectively, for example, how to 'Google' for information and jobs, and print what you find. Create an email account, and learn the basics in sending and receiving email. Start using Microsoft Word to create and save documents.

Note: If you have an email address, please ensure you know your email address and password. You will be required to log onto your email account on the computer as part of the course.

Start Date:	02 February 2027
Start Time:	09:45
Lessons:	12
Weeks:	6
Hours:	30.00

Venue

Rochester Adult Education Centre
Rochester Community Hub
Eastgate
ME1 1EW

What will I learn on this course?

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

1. Switch a device on/off and interact with it; use mouse and keyboard on a computer/ laptop, use a touch screen on a smartphone/ tablet; understand terminology to describe the different parts of the computer.
2. Understand ways of connecting to the Internet and use Google effectively to find information; navigate websites important for everyday life, such as the Medway Council website and your Medway Adult Education learner account.
3. Create an email account and use it to send, receive and reply to emails; send to more than one email address; open and download attachments.
4. Use a word processor (Microsoft Word), to create, edit and save documents; write within a text box or table; insert headers and footers; proofread your document using the Spelling and Grammar Check function.
5. Use File management techniques and save files to USB/ pen drive; retrieve saved files.
6. Understand how to stay safe online, including how to shop safely online.

Is this course suitable for me?

This entry-level course is suitable for those with little or no prior knowledge of computers, using the Internet and emails, or creating and saving documents using a Word Processor (Microsoft Word). 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.

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.

Is there anything I need to know about the course?

You will need to bring in your smartphone to create an email address in the first lesson if you do not have one. During the process, you will be sent a text message with an activation code. Note: Gmail does not share your number and does not send any other messages. If you already have an email address, please ensure you know your password as you will be required to log onto your email on the computer in order to send emails to the tutor as part of the course, and in order to access your Medway Adult Education learner account.

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 can practise on the computers in the library at no cost.

What could I go on to do after this course?

We offer Digital Skills for Improvers, and accredited digital skills courses at Entry 3 and Level 1 which are completely free. We also offer courses in Customer Service, Business Administration, and Employability.

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 they can send you any work you may have missed.

How are digital skills used and enhanced on this course

You will use a computer / laptop and access the internet on your course. You will also be expected to use a smartphone / tablet. 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.