

Course details

Course title

Pre Entry Digital Skills

Course code

Q00017678

Course date

Start: 02/07/24

End: 16/07/24

Number of classes

5 sessions

Timetable

Tue 2nd Jul, 9:45 to 11:45

Thu 4th Jul, 12:30 to 14:30

Tue 9th Jul, 9:45 to 11:45

Thu 11th Jul, 12:30 to 14:30

Tue 16th Jul, 9:45 to 11:45

Tutor

Hansa Gunel

Fee:

Free

How you'll learn

You'll join a small group of fellow learners for classes at the venue indicated. Some materials may be provided in our virtual learning environment.

Got it!

In venue

Venue

Carramea Community Resource Centre (Harr
27 Northolt Road
Harrow
HA2 0LH

Level of study

E

Course overview

Learn to use digital devices and gain essential computer skills for studying and personal use. Digital training helps you move with the times and not get left behind. This beginner's course is for anyone who wants to learn digital skills, no matter your current knowledge. This course is appropriate for complete beginners, so don't worry if this is all new to you. Learn to use different applications including word processing software on this Digital Skills course. Understand how to identify software and hardware and increase your confidence in your digital literacy by being able to identify aspects of digital components. Learn to use email and search for information online. This digital skills training may also teach you how to shop online securely.

Course description

This face to face Digital course offers you learning for life and work. You'll learn digital skills to help you in your everyday life. This course is designed to encourage you to experiment, problem solve, and gain confidence in using digital technology,

with the hope that it will benefit them in their everyday lives.

This course is for people with little or no experience with computers or digital devices. You will learn the basics including sending an email, online safety and finding information online. We will overcome our fears and develop the skills and confidence needed to explore the digital world. We will learn about the technology we all use in our everyday lives in a friendly, relaxed learning environment.

What we'll cover

- Internet and email jargon
- Email - tips and tricks
- Staying safe online
- Finding information online
- Using Windows
- Using Microsoft Word

What financial support is available?

We don't want anything to stand in your way when it comes to bringing Adult learning within reach so if you need anything to support you to achieve your goals then speak to one of our education experts during your enrolment journey. Most of our courses are government funded but if you don't qualify or need alternative financial help to access them then let us know.

What other support is available?

All of our digital content, teaching and learning activities and assessments are designed to be accessible so if you need any additional support you can discuss this with the education experts during your enrolment journey and we will do all we can to make sure you have optimal access.

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