

## Course details

### Course title

Introduction to Digital Skills (Maximus, Three Bridges)

### Course code

Q00017949

### Course date

Start: 05/08/24

End: 19/08/24

### Number of classes

3 sessions

### Timetable

Mon 5th Aug, 9:30 to 12:30

Mon 12th Aug, 9:30 to 12:30

Mon 19th Aug, 9:30 to 12:30

### Tutor

Gabriella Russo

### 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**

Maximus Three Bridges Office  
Unit 2  
3 Crawley Business Centre  
Stephenson Way  
Three Bridges  
Crawley  
RH10 1TN

## **Level of study**

Beginners

## **Course overview**

Not feeling confident using Outlook? Never opened Outlook in your life? Never mind, this course is for you! This beginner's digital course will cover all the basics that will help you use emails, send attachments and navigate the Internet for work or in your everyday life. Get your digital skills sense to the next level! Please note - this course is specifically for those living in West Sussex. Please do NOT enroll on this course if you do not live in a West Sussex postcode area. This course is FREE for residents of West Sussex and is running as part of the Government Multiply project.

## **Course description**

On this course, you will learn skills such as:

- Receiving, reading email messages
- Creating, forwarding and /or sending messages and attachments
- Use of 'Netiquette' and Internet safety
- Searching the Internet effectively using appropriate search engines
- Formatting a Word document
- Writing a business letter or a CV using Microsoft Word

This is a free course funded by the UK Government as part of the Multiply Programme. No previous maths ability is needed.

You must live within the West Sussex County Council area to be eligible to enrol on this course.

When you complete this course, you can move to a higher-level course. The next step is Microsoft Word and Excel for Beginners. If you are looking for a qualification in digital skills, you might want to consider the accredited Essential Digital Skills qualification. If you are unsure which course is right for you, your tutor will help you decide which options fit your preferences.

You will need access to the internet to do this course as your tutor will upload useful materials to Canvas, the WEA's digital learning platform. You will need a digital device such as a laptop, tablet or phone to be to do so.

## **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.

## **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.

**Source URL:** <https://www.wea.org.uk/courses/skills-work/digital/5-august-introduction-digital-skills-maximus-three-bridges>