

## Course details

### Course title

Pre-Entry Essential Digital Skills: Making the Most of Your Smartphone for Life and Work

### Course code

Q00017963

### Course date

Start: 25/09/24

End: 04/12/24

### Number of classes

10 sessions

### Timetable

Wed 25th Sep, 10:00 to 12:00

Wed 2nd Oct, 10:00 to 12:00

Wed 9th Oct, 10:00 to 12:00

Wed 16th Oct, 10:00 to 12:00

Wed 23rd Oct, 10:00 to 12:00

Wed 6th Nov, 10:00 to 12:00

Wed 13th Nov, 10:00 to 12:00

Wed 20th Nov, 10:00 to 12:00

Wed 27th Nov, 10:00 to 12:00

Wed 4th Dec, 10:00 to 12:00

### Tutor

Trevor Parsons

### Fee range

Free to £74.00

### How you'll learn

You'll join a small group of fellow learners for classes online in video meetings and materials will be provided in our virtual learning environment.

Got it!

Online

## **Venue**

Online

## **Level of study**

E

## **Course overview**

The "Making the Most of Your Smartphone for Life and Work" online course is designed to help you harness the full potential of your smartphone. This is suitable for those who have a smartphone but doesn't know how to use all of the features and applications. This course covers essential features, productivity apps, camera use and practical tips for both personal and professional use. Whether you're a beginner or looking to enhance your skills, you'll learn how to use your smartphone effectively to improve communication, organisation, and productivity.

## **Course description**

The "Making the Most of Your Smartphone for Life and Work" online course offers a comprehensive guide to maximizing the capabilities of your smartphone. This course is perfect for anyone who wants to become more proficient with their device, whether for personal convenience or professional efficiency.

Throughout this course, you will explore a variety of topics, including navigating your smartphone's operating system, customising settings for optimal use, and understanding essential features such as email, calendar, camera and contacts. You'll learn how to utilise productivity apps like note-taking, task management, and cloud storage to stay organised.

In addition, the course covers communication tools such as video conferencing, instant messaging, and social media, helping you stay connected with colleagues, friends, and family. You'll also discover tips and tricks for enhancing your smartphone's security and managing your digital footprint.

Interactive tutorials and practical exercises will guide you through each module, ensuring you gain hands-on experience. By the end of the course, you will have a solid understanding of how to leverage your smartphone for various aspects of life and work, making you more productive and tech-savvy. Join us to unlock the full potential of your smartphone and transform how you manage your daily tasks.

## 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.

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