

## Course details

### Course title

Professional Development: Digital Skills For Beginners

### Course code

Q00018142

### Course date

Start: 16/09/24

End: 11/11/24

### Number of classes

8 sessions

### Timetable

Mon 16th Sep, 9:00 to 12:00

Mon 23rd Sep, 9:00 to 12:00

Mon 30th Sep, 9:00 to 12:00

Mon 7th Oct, 9:00 to 12:00

Mon 14th Oct, 9:00 to 12:00

Mon 21st Oct, 9:00 to 12:00

Mon 4th Nov, 9:00 to 12:00

Mon 11th Nov, 9:00 to 12:00

### Tutor

Guest Speaker

### Fee range

Free to £100.80

### 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**

Hull Central Library  
Albion Street  
Hull  
Yorkshire and Humber  
HU1 3TF

## **Level of study**

Beginners

## **Course overview**

Learn to use digital devices and gain essential computer skills for professional 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 word processing software and fill out online forms in this Digital Skills course. Understand how to use email and search for information online. This digital skills training also teaches you how to shop online securely. You'll understand online safety and data storage.

## **Course description**

Digital courses offer you learning for life and work. You'll learn digital skills to help you in your everyday life. This course could also help you progress to job roles that require digital work skills.

When you complete this course, you can progress to Improver's Digital Skills.

Depending on whether your needs are personal or professional, you can also progress to an accredited Digital Skills qualification.

If you're not sure which course is right for you, your tutor can help you decide which options fit your preferences.

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

Your learning is our priority. The WEA is an adult education provider and we pride ourselves on our ability to create a friendly classroom atmosphere, in person and online!

Your tutor will support you through your learning journey, every step of the way.

Most of our courses are free for most of our learners. Please note that you need to get to the end of the enrolment process to see the discounts.

## **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.

**Source URL:** <https://www.wea.org.uk/courses/skills-work/personal-development/16-september-professional-development-digital-skills>