

## **Course details**

### **Course title**

Everyday Digital Skills

### Course code

Q00018508

### **Course date**

Start: 22/04/25 End: 08/07/25

#### **Number of classes**

11 sessions

### **Timetable**

Tue 22nd Apr, 9:30 to 11:30 Tue 29th Apr, 9:30 to 11:30 Tue 6th May, 9:30 to 11:30 Tue 13th May, 9:30 to 11:30 Tue 20th May, 9:30 to 11:30 Tue 3rd Jun, 9:30 to 11:30 Tue 10th Jun, 9:30 to 11:30 Tue 17th Jun, 9:30 to 11:30 Tue 24th Jun, 9:30 to 11:30 Tue 1st Jul, 9:30 to 11:30 Tue 8th Jul, 9:30 to 11:30

#### **Tutor**

Heena Ajmal

### Fee range

Free to £81.40

## 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**

This course for digital skills is suitable for anyone who wants to learn or refresh their digital skills, from beginners to lower level (English Pre-entry to Entry 1 levels). You will learn digital related vocabulary and familiarise yourself with Zoom and/or Teams features to assist with online learning. On this course you will get to grips with keyboard functions and using Microsoft. Additionally, you will understand online safety and how to register with the NHS app.

## **Course description**

This is a free, online course designed for learners who are unable to attend class-based learning. The course intent is to boost confidence and to help learners improve their digital skills to assist with their online education and everyday life becoming independent.

When you complete this course, you can progress to the next level. Depending on your requirements, it will assist you in moving onto accredited courses. You will need access to the internet and a digital device such a laptop, tablet or phone.

Your tutor will support you through your online journey making you feel comfortable. You will have the chance to meet and work with other learners in a friendly classroom environment, As such, this will also help to improve your English communication skills.

# 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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