



## Course details

### Course title

Personal Development: Get Ready for Entry 3 Digital Skills

### Course code

Q00019537

### Course date

Start: 01/10/24

End: 23/10/24

### Number of classes

8 sessions

### Timetable

Tue 1st Oct, 10:00 to 13:00

Wed 2nd Oct, 10:00 to 13:00

Tue 8th Oct, 10:00 to 13:00

Wed 9th Oct, 10:00 to 13:00

Tue 15th Oct, 10:00 to 13:00

Wed 16th Oct, 10:00 to 13:00

Tue 22nd Oct, 10:00 to 13:00

Wed 23rd Oct, 10:00 to 13:00

### Tutor

Ekta Vishroliia

### 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**

Dolphin Women's Centre (Birmingham)  
Ward End Park  
Washwood Heath Road  
Birmingham  
B8 2HB

## **Level of study**

Entry Level

## **Course overview**

Build your confidence using digital skills in your personal life and in the workplace. Understand how digital programmes and services can enhance your everyday life and simplify common tasks. Learn skills employers look for and improve your job prospects. If you'd like to learn digital skills for a better life, this course will teach you everything you need to know. This get ready for Entry 3 digital skills course is suitable for improvers, as you will build upon your current digital device knowledge. Learn how to use the Microsoft Office programmes: create and edit text documents in Word, create spreadsheets and use number calculations and use PowerPoint to create presentations. These are universal digital skills employers look for and can help you in a variety of job roles.

## **Course description**

Learn how to stay safe online, including how to store files and folders securely and protect your personal information. Understand how to use cloud storage and how to overcome common problems that occur on digital devices. Learn to fix common problems that arise. Explore appropriate ways to communicate online for life and work. This digital skills course takes around 50 hours to complete. The aim is to improve your digital skills for learning, life, and work. It can help you in your everyday life, studies, and also to progress to job roles that require digital skills. You will do an online assessment to get your certificate. When you complete this course, you can progress to the Entry 3 Digital Skills for Work. You can also do other related qualifications, for example Employability Skills or other computer courses. Your tutor will be there to advise you on your progression options and make sure you pick the right course for you. If you have any accessibility requirements, please let us know. We're committed to helping you access and enjoy adult education. If there's something we can do to help you, we will. You'll need access to the internet and a digital device to do this course. Our tutors use the WEA's digital learning portal, Canvas, to send you important information and tasks. You'll also access video meetings through online software. The WEA specialises in teaching adults. We want you to enjoy your studies, that's why our tutors take great care to create a positive learning environment.

## **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/digital/1-october-personal-development-get-ready-entry-3-digital-skills>