Course details

Course title
Entry Level Essential Digital Skills: Access to Digital

Course code
Q00020005

Course date

Start: 13/01/25
End: 07/04/25

Number of classes
12 sessions

Timetable

Mon 13th Jan, 13:00 to 14:30
Mon 20th Jan, 13:00 to 14:30
Mon 27th Jan, 13:00 to 14:30
Mon 3rd Feb, 13:00 to 14:30
Mon 10th Feb, 13:00 to 14:30
Mon 17th Feb, 13:00 to 14:30
Mon 3rd Mar, 13:00 to 14:30
Mon 10th Mar, 13:00 to 14:30
Mon 17th Mar, 13:00 to 14:30
Mon 24th Mar, 13:00 to 14:30
Mon 31st Mar, 13:00 to 14:30
Mon 7th Apr, 13:00 to 14:30

Tutor
Susan Jones

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

CREST (South Shields)
95 Fowler Street
South Shields
NE33 1NU

Level of study
E

Course overview

This Entry level Digital Skills course helps you get ready for studying and daily life. You will learn how to use Microsoft Teams to talk and work with others and Canvas VLE to find and manage your course materials. We will also show you how to use your smartphone and laptop for everyday tasks like emailing, storing files, fixing simple tech problems, and searching the internet. By the end of this course, you will feel confident using these digital tools, ready for your studies and daily life.

Course description

Welcome to the Entry level Digital Skills course! This course is designed to help you learn important digital skills for studying and everyday life.

In this course, you will learn how to use Microsoft Teams. You will practice sending messages, making video calls, and working on projects with your classmates and teachers. We will also show you how to use Canvas VLE. This is where you can find your course materials, submit your assignments, and check your grades.

You will also learn how to use your smartphone and laptop for daily tasks. We will teach you how to send and receive emails, store and organize files in the cloud, and fix simple technical problems. We will also show you how to use the internet safely and efficiently for research and other tasks.

Throughout the course, you will do practical activities and exercises to help you feel confident using these digital tools. By the end of the course, you will be ready to use digital tools for your studies and everyday life.

Join us and start your journey to becoming confident and skilled in the digital world.

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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