Computer and Digital Skills for Beginners (Daytime)

Ofsted
Outstanding Provider

Course Level: Entry Level

Campus: Stafford

Subject Type: Accounting, Business, Esports, Computing & Travel

Course Overview:

Our Beginners Digital Skills course is the perfect starting point for anyone who feels unsure or nervous about using digital devices.

Designed for adults with little or no experience, this friendly and supportive course will help you build confidence and take your first steps towards becoming digitally independent. You'll learn how to safely switch on and use a computer, tablet or smartphone, understand basic functions like using a mouse, keyboard or touchscreen, and explore how to navigate the home screen and connect to the internet securely.

You'll also discover accessibility features to make your device easier to use, and gain an introduction to simple applications such as Microsoft Word and Excel. By the end of the course, you'll feel more confident using technology in everyday life and be ready to progress onto the Essential Digital Skills qualification at a level that suits you.

What's Covered:

The beginners course will give you the confidence to progress onto the full Essential Digital Skills qualification at a level appropriate to your needs. While attending the course you will explore how to get started on a device, for example

• Turning on a device (including entering and updating any account information safely, such as a password)

• Use the available controls on a device (such as a mouse and keyboard for a computer, or touchscreen on a smartphone or tablet)

• Use the accessibility tools (including assistive technology) to make devices easier to use (such as changing display settings to make content easier to read)

• Interact with the home screen on a device and connecting to the internet safely and securely

• Open and access an application on a device

• Discover how to use basic Microsoft products such as Word and Excel

Entry Requirements:

There are no entry requirements, our Computers for Absolute Beginners course is for people who struggle and lack confidence with their digital devices such as a tablet, work computer, laptop and smart phone or worry about staying safe online while browsing the internet or buying online. You will be invited to attend college prior to the course start date to meet your teacher and learn more about the course.

Assessment Information:

There are no formal assessments, but to ensure you are on track and understanding of the course, your teacher will use verbal questions, observations and an individual learning plan to monitor your progress against the course outcomes.

Fees and Financial Support:

This course is FREE to adults aged 19+ who have been a UK/EU Resident for 3 years or more.

Progression:

After successfully completing the Beginners course and undertaken an initial assessment and independent tasks successfully you will be able to progress onto the Entry level 3 or level 1 in Essential Digital Skills qualification.

What else do I need to know?

Please note that courses run subject to minimum viable class sizes.

During the course, you will have access to a variety of devices such as a computer, laptops and tables. However, bring along your own smart phone or tablet to help ensure you can continue your learning at home.

Our daytime classes take place in welcoming community venues close to the college, offering a convenient and supportive learning environment. You'll have the opportunity to meet like-minded adults who are also looking to develop their skills, achieve their ambitions, and take the next steps in their careers.

How do I find out more?

For further information, please contact our Adult Education Team on 01782 254211 or email adult.education@nscg.ac.uk.