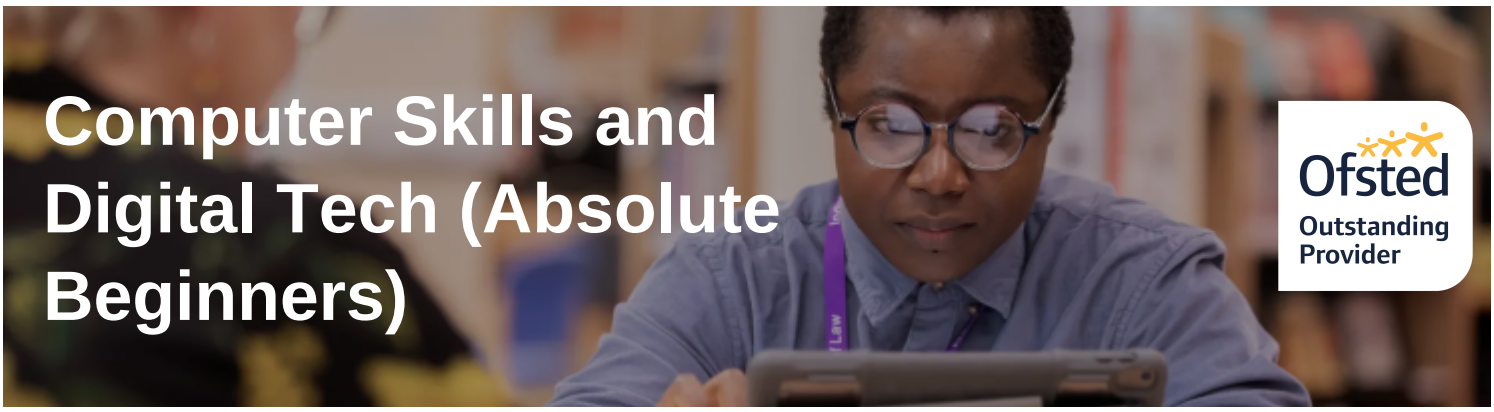


Computer Skills and Digital Tech (Absolute Beginners)

Ofsted Outstanding Provider

Course Level: Entry Level

Campus: Stafford

Subject Type: Computing, Technology & Esports

Course Overview:

This friendly and supportive course is designed for people with little or no experience using computers or digital technology. You will learn the basics step-by-step in a relaxed environment, helping you build confidence using computers, the internet and everyday digital devices.

The course is ideal if you would like to improve your digital skills for everyday life, learning or communication.

What's Covered:

During the course, you will learn how to use a computer, keyboard and mouse, open and close programs and use basic digital tools safely and confidently.

You will be introduced to:

- using the internet safely
- sending and receiving emails
- creating simple documents
- searching for information online
- using smartphones and tablets
- understanding basic online safety

Sessions are practical, supportive and designed to help you learn at your own pace with step-by-step guidance from your tutor.

Entry Requirements:

No previous computer experience is needed. Learners should have basic English reading and writing skills and be willing to take part in practical activities.

Assessment Information:

Assessment is informal and based on practical activities completed during sessions. You will show your progress through simple tasks and everyday digital activities completed with support from your tutor.

You will receive regular feedback and record your progress against individual learning goals on an ILP (Individual Learning Plan). Evidence may include completed tasks, tutor observations, learner discussions and practical activities completed during the course.

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 completing the course, you may choose to progress onto Computer Skills and AI Tools (Beginners plus). Progression courses will run subject to sufficient learner numbers within to

progress.

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.