

## Course details

### Course title

Introduction to Digital Skills (Horsham - West Sussex Multiply)

### Course code

Q00015561

### Course date

Start: 03/06/24

End: 24/06/24

### Number of classes

4 sessions

### Timetable

Mon 3rd Jun, 14:00 to 16:00

Mon 10th Jun, 14:00 to 16:00

Mon 17th Jun, 14:00 to 16:00

Mon 24th Jun, 14:00 to 16:00

### Tutor

Gabriella Russo

### 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**

Horsham Job Centre (JCP)  
Marlborough House. 50 East Street  
Horsham  
RH12 1HN

## **Level of study**

Intermediate

## **Course overview**

Does the thought of using computers, the internet and other digital technologies leave you feeling out of touch and overwhelmed? Have you considered gaining digital skills but didn't know where to turn? If the answer is a resounding 'yes!' this is the course for you. This course is for learners with little or no experience of digital technologies who want to develop skills to become 'digitally literate' in their everyday life and work. Our aim is to empower you to confidently engage with the digital world of laptops, smart phones, email, news, word processing social media, entertainment, shopping and more!

## **Course description**

This course will guide you through a wide variety of engaging topics and tasks with a pace of progress that is comfortable for you. Class sizes are small and in addition to a knowledgeable and supportive tutor, you will support each other on your 'digital journey'.

You will use a laptop throughout your course to complete many hands-on tasks designed to develop your digital skills and confidence, including;

1. Gathering information from the internet to assist with everyday activities and tasks
2. Setting up email and social media accounts to contact others and share information
3. Using online public services to access vital information
4. Employing strategies to keep your devices and online communications safe and secure

Discussions are another key component of the course and topics to be considered will include:

1. The pros and cons of using computers, the internet and other digital technologies.
2. The rise of online misinformation, fake news and how to recognise these.

Working in a safe, friendly, face to face class you will be fully prepared to confidently progress to the next level of digital development in your everyday life and work

## **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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