

Course details

Course title

Pre-Entry Essential Digital Skills: Digital Skills and Internet Safety

Course code

Q00014088

Course date

Start: 13/05/24

End: 08/07/24

Number of classes

8 sessions

Timetable

Mon 13th May, 12:30 to 14:30

Mon 20th May, 12:30 to 14:30

Mon 3rd Jun, 12:30 to 14:30

Mon 10th Jun, 12:30 to 14:30

Mon 17th Jun, 12:30 to 14:30

Mon 24th Jun, 12:30 to 14:30

Mon 1st Jul, 12:30 to 14:30

Mon 8th Jul, 12:30 to 14:30

Tutor

Gillian Fletcher

Fee range

Free to £67.20

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

Somerstown Central Community Hub (Souths)
Rivers Street
Somerstown
Southsea
PO5 4EY

Level of study

E

Course overview

Computing skills are essential in the modern world. If you're a beginner or wanting to improve your skills, our part-time hobby courses will help you to refine your knowledge and prepare you for your next steps. This course will help develop your computer skills to use Word, Excel and PowerPoint programmes with confidence. Having a greater awareness of your presence online can help you be safe and protect your important data. Knowing the potential your computer or mobile phone holds will help you make the most of it and use them to your advantage, whether that's by communicating with family on social media, or starting your own online business.

Course description

Computing and digital skills are considered essential and can not only help your everyday life, but also your job prospects, communication with others and access to services. The internet and computers play a huge part in modern life and are used by most people on a daily basis. These skills give you the ability to undertake simple tasks such as email communication, online shopping and using social media, Computing and digital skills are used in most jobs. Being confident in use of the internet and computers could help you secure a new role.

There's plenty to choose from, whether you want to:

? gain basic computer skills

? be creative with presentations

? learn how to use spreadsheets to manage your budget

? join the digital world and build the skills that you need for life, work or further study

During the course there's lots of hands-on activities where you'll do real time and simulated tasks. This is especially when you're learning about online transactions, to help build your confidence.

Be safe, confident and responsible online.

- ? Understand how to protect and control the use of your personal information.
- ? Know how to protect devices and data from online risks and threats.
- ? Set up and use multi factor authentication to access and use online services.
- ? Know how to backup data locally.
- ? Use appropriate language and behaviour online.

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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