

## Course details

### Course title

Entry Level Digital Skills: Intermediate

### Course code

Q00015693

### Course date

Start: 19/09/24

End: 14/11/24

### Number of classes

8 sessions

### Timetable

Thu 19th Sep, 12:30 to 14:30

Thu 26th Sep, 12:30 to 14:30

Thu 3rd Oct, 12:30 to 14:30

Thu 10th Oct, 12:30 to 14:30

Thu 17th Oct, 12:30 to 14:30

Thu 24th Oct, 12:30 to 14:30

Thu 7th Nov, 12:30 to 14:30

Thu 14th Nov, 12:30 to 14:30

### Tutor

Shirley Bate

### 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**

Shaw Trust Dudley  
Provision House  
Dudley  
Midlands  
DY1 1PY

## **Level of study**

E

## **Course overview**

Beginner's Digital Skills course for adults. Learn basic computer skills and get digitally fit for modern life. Learning for life and work. Learn to use digital devices and gain essential computer skills for professional and personal use. Digital training helps you move with the times and not get left behind. This beginner's course is for anyone who wants to learn digital skills, no matter your current knowledge. This course is appropriate for complete beginners, so don't worry if this is all new to you. Learn to use word processing software and fill out online forms in this Digital Skills course. Understand how to use email and search for information online. This digital skills training also teaches you how to shop online securely. You'll understand online safety and data storage. Digital courses online offer you learning for life and work. You'll learn digital skills to help you in your everyday life. This course could also help you progress to job roles that require digital work skills.

## **Course description**

When you complete this course, you can progress to Improver's Digital Skills. Depending on whether your needs are personal or professional, you can also progress to an accredited Digital Skills qualification. If you're not sure which course is right for you, your tutor can help you decide which options fit your preferences. You'll need access to the internet to take this course as your tutor will upload useful materials to Canvas, the WEA's digital learning platform. You'll also need a digital device such as a laptop, tablet, or phone. Your learning is our priority. The WEA is an adult education provider and we pride ourselves on our ability to create a friendly classroom atmosphere, in person and online! Your tutor will support you through your learning journey, every step of the way. Most of our courses are free for most of our learners. Please note that you need to get to the end of the enrolment process to see the discounts.

## 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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