



## Course details

### Course title

Pre-Entry Essential Digital Skills: For Work

### Course code

Q00021909

### Course date

Start: 06/06/25

End: 18/07/25

### Fee range

Free to £63.00

### 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

WEA Nottingham Office Room 1

39 Mapperly Road

Nottingham

NG3 5AQ

### Level of study

Pre-Entry

## Course overview

Build a solid foundation in digital literacy with our Entry Level Essential Digital Skills course. Learn the basics of using a computer, navigating the internet, and understanding essential software applications. Ideal for absolute beginners looking to build confidence in their digital abilities.

## Course description

Entry Level Essential Digital Skills is designed to introduce absolute beginners to the fundamental aspects of digital literacy. This course covers essential topics such as basic computer operations, understanding hardware and software, navigating the internet, and using common applications like word processors and email. Participants will start with learning how to turn on a computer, use a mouse and keyboard, and navigate the operating system. The course then progresses to more advanced skills, including browsing the internet safely, setting up and using email, and basic troubleshooting techniques. Each lesson is structured to build confidence and competence through practical, hands-on activities and guided practice. By the end of the course, participants will have the skills necessary to perform everyday digital tasks and feel more comfortable using technology in their personal and professional lives. This course is perfect for individuals who are new to computers and wish to develop a foundational understanding of digital tools and applications.

## 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.

**Source URL:** <https://www.wea.org.uk/courses/skills-work/digital/6-june-pre-entry-essential-digital-skills-work>