

# Computer and Digital Skills for Beginners (Daytime)



Course Level: Entry Level

Campus: Newcastle

Subject Type: Accounting, Business, Esports, Computing & Travel

## Course Overview:

Learn essential concepts such as navigating the desktop, using common software applications and understanding file management. Explore basic internet browsing, email communication and online safety practices. Gain confidence in utilising technology for everyday tasks and personal enrichment. Whether you're new to computers or seeking to enhance your digital literacy, this course is the perfect starting point for your journey into the digital world.

## What's Covered:

The beginners course will give you the confidence to progress onto the full Essential Digital Skills qualification at a level appropriate to your needs. While attending the course you will explore how to get started on a device, for example

- Turning on a device (including entering and updating any account information safely, such as a password)
- Use the available controls on a device (such as a mouse and keyboard for a computer, or touchscreen on a smartphone or tablet)
- Use the accessibility tools (including assistive technology) to make devices easier to use (such as changing display settings to make content easier to read)
- Interact with the home screen on a device and connecting to the internet safely and securely
- Open and access an application on a device
- Discover how to use basic Microsoft products such as Word and Excel

Flexible learning with rolling start dates throughout the year. Please apply and we will contact you with the next available start date.

**\*The daytime course will run from our Newcastle-under-Lyme town centre venue, Keele In Town at 53 Ironmarket, ST5 1PE.**

## Entry Requirements:

Our Computers for Beginners course is for people who struggle and lack confidence with their digital devices such as a tablet, work computer, laptop and smart phone or worry about staying safe online while browsing the internet or buying online

## Assessment Information:

There are no formal assessments, but to ensure you are on track and understanding of the course, your teacher will use verbal questions, observations and an individual learning plan to monitor your progress against the course outcomes.

## Fees and Financial Support:

This course is FREE.

### **Progression:**

After successfully completing the Beginners course and undertaken an initial assessment and independent tasks successfully you will be able to progress onto the Entry level 3 or level 1 in Essential Digital Skills qualification.

### **What else do I need to know?**

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.

## **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](mailto:adult.education@nscg.ac.uk).