Digital First Steps: Basic IT

Course overview

Digital Skills has become an essential part of life, especially since Covid19. To be able to access many of the services around us, such as doctors, banks and council offices, we need to use the internet. Even simple communication using digital video is rapidly becoming a crucial skill for everyone. **This workshop is for complete beginners**. If you are nervous around computers and don't where to start, this course is for you.

This workshop will teach you the very basics: switching the computer on and off, using a mouse confidently and finding what you want on the computer.

This short course will help. It offers a friendly place, with a group of adults – so that you won't feel uncomfortable – where you can start to develop the digital skills that everyone needs today.

What will I study?

This course will aim to teach you some of the important basics, which may include how to…

- Switch computers and devices on and off.

- Practice using a mouse and controlling it.

- Finding where things are on the computer or device.

Assessment method

During the course, your tutor will set tasks and assignments to help you to learn and progress.

Entry requirements

This course can be the starting point for your learning.

What should I bring with me?

You may need to take notes so bring along your preferred tools such as pen/paper or electronic device. Some learners like to bring the device they will use at home, so that they can continue with it after the course ends, but you don't have to. We have computers for you to use in classrooms. There are currently no printing facilities at the college.

Key information

This course will take place on site, with social distancing measures in place if there is a need to tighten Covid restrictions.

Possible next steps

Following the successful completition of this course, you may wish to continue to another First Steps workshop, or consider a longer course or qualfication with us by either enrolling to one of our Introduction to Digital Skills Courses, or being referred directly by your tutor (if the tutor feels this is appropriate).

Contact us

Our friendly staff can give you further advice and support.

email: adultcollegeenquiries@lbbd.gov.uk   call: 020 8270 4722