

LLDD Digital Skills: Beginning to Use Digital Skills

Course overview

Computers can be great for both fun and work, but it is important to understand how to use them and how to keep safe. Can other people access your files? Have you got the right protection on your computer? Do you keep personal information on your computer? This course will help you to understand a little about how to use computers and stay safe online.

What will I study?

You will learn how to:

- log on and get started
- use a computer
- keep yourself and your information safe

Assessment method

Your tutor will give you verbal feedback throughout the course. You will also take part in Q&A sessions and discussion to confirm your understanding. There will be classroom activities and role play where you will receive verbal and written feedback.

Entry requirements

You should be able to identify:

- a mouse, keyboard and monitor
- numbers between 0-9
- the letters of the alphabet

You will need to be able to follow verbal instructions.

What should I bring with me?

You should bring a pen and a notepad

Key information

Code	Date	Time	Location	Full Fee	Concessionary Fee
8101P	Monday 4 January 2021 to Monday 29 March 2021	10am to 12pm	Dagenham	£12.00	£12.00
8103P	Monday 5 October 2020 to Monday 7 December 2020	1pm to 3pm	Dagenham	£12.00	£12.00

Possible next steps

You will be supported to enrol on to the most suitable course for you following the successful completion of this course.

Contact us

Our friendly staff can give you further advice and support.



email: adultcollegeenquiries@lbbd.gov.uk



call: 020 8270 4722