

Digital Skills: The Basics of Digital Skills

Course overview

Using a computer for the first time can be scary and there is so much to learn! On this course we will guide you through the basics, so that you can feel more confident to work independently.

What will I study?

You will look at some of the basic uses of computers such as:

- creating simple documents
- changing fonts, styles and colours
- using the internet
- searching for information

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 and you will receive verbal and written feedback.

Entry requirements

You should be able to:

- use a mouse and keyboard
- identify numbers between 0-9
- identify the letters of the alphabet
- follow 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
8102P	Monday 19 April 2021 to Monday 21 June 2021	10am to 12pm	Dagenham	£12.00	£12.00
8104P	Monday 4 January 2021 to Monday 29 March 2021	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