Course Information Sheet

Digital First Steps

Master the basics of computers and the internet in this beginner-friendly, 6-week course.

Course Description: Demystify the digital world and gain the confidence to navigate computers and the internet with ease. Our "Digital First Steps" course is designed for complete beginners, providing a supportive and practical learning environment. Over six weeks, you'll gain the essential skills to use a computer, browse the web, send emails, and stay connected online.

What will I learn?

- **Week 1:** Introduction to Computers - Understand computer hardware, software, and basic operation.
- **Week 2:** Using the Mouse and Keyboard - Navigate the desktop confidently with hands-on practice.
- **Week 3:** Exploring the Internet - Discover the vast online world and learn how to search effectively.
- **Week 4:** Email Basics - Set up an email account, compose and send emails, and manage your inbox.
- **Week 5:** Staying Safe Online - Learn about online security, protecting your data, and navigating safely.
- **Week 6:** Putting it All Together - Practice using your newly acquired skills to complete everyday online tasks.

How will I be assessed?

- **Formative:** Regular exercises and quizzes throughout the course will help you gauge your understanding.
- **Summative:** A final practical project will demonstrate your ability to use a computer and the internet for basic tasks.

Who is this course for?

This course is ideal for complete beginners with no prior computer or internet experience.

Target Audience: Anyone looking to gain the fundamental digital skills needed to navigate the online world, including retirees, stay-at-home parents, or those re-entering the workforce.

Progression Opportunities:

This course is a stepping stone to further studies in digital literacy and IT skills. Upon completion, you could:

- Enrol in our Digital Improvers course to take your skills to the next level.
- Consider Digital Functional Skills Level 1.

Career or Job Enhancement Pathways:

- Customer Service Representative
- Administrative Assistant
- Receptionist
- Data Entry Clerk
- Social Media Assistant (with further training)

How do I enrol?
The quickest way to enrol is online at www.oncoursesouthwest.co.uk, simply create an account and select 'Enrol now'. Alternatively, if you have any questions, please call our friendly customer service team on 01752 660713.

How will the course be delivered?
This is a practical course, and the sessions will include tutor-led demonstrations, learner-led group activities, instruction and repetition. These will form part of the delivery together with one-to-one support as required.

Will I need to practise outside the classroom?
You will be encouraged to review your notes between lessons to ensure maximum benefit from your course. It is always useful to practise your skills between sessions. Your tutor may encourage home learning, or independent research.

How will I know I'm making progress?
During the first session, your tutor will discuss your goals and current level in relation to the course. Based on this assessment, you will agree individual targets which you will record in your individual learning plan (ILP). You and your tutor will review your targets regularly to ensure that you are making progress; these will be written in your individual learning plan.

What will I need?
Please bring a notepad, and pen to each session. You may wish to bring a file for any handouts. A laptop with internet access is required for completion of coursework and home learning outside of the classroom.

Please note:

Most courses attract a subsidy from the Education and Skills Funding Agency (ESFA).
It is a requirement of the ESFA that you complete various forms at different stages of your course, further information is available on request. Courses are subject to a minimum number of enrolments and could be cancelled if recruitment is low. In some cases, an alternative class at a different location may be offered.
Terms and conditions are available at
https://www.oncoursesouthwest.co.uk/learner-information/essential-information-for-every-learner
Room numbers are subject to change - please check when you arrive at the venue.