

Course Information Sheet

Digital Improvers



DH06E51A

Venue 📍 Hyde Park House	Start Date	20 Sept 2024 10:00
	End Date	25 Oct 2024 12:30
	Fee	No Fee
	Materials	£0

[OCSW DH06E51A Digital Improvers \(oncoursesouthwest.co.uk\)](https://oncoursesouthwest.co.uk)

Elevate your digital fluency in just 6 weeks! This course equips learners with in-demand digital skills to thrive in today's ever-evolving online world.

Course Description:

Upskill and stay ahead of the curve! The Digital Improvers course is designed to provide you with the essential digital skills needed to navigate the digital landscape confidently. Regardless of your current skill level, this comprehensive program empowers you to harness the power of technology and unlock a world of opportunities.

What will I learn?

- **Week 1: Introduction to Digital Literacy:** Gain a foundational understanding of key digital concepts and terminology. Explore essential computer hardware and software components.
- **Week 2: Mastering the Digital Ecosystem:** Delve into the vast digital ecosystem, navigating operating systems, file management, and exploring various productivity tools.
- **Week 3: Communication and Collaboration Online:** Discover effective communication strategies in the digital age. Explore email etiquette, video conferencing platforms, and project management tools.
- **Week 4: Embracing Social Media:** Harness the power of social media for personal and professional use. Learn to create engaging content, manage your online presence, and leverage social media for networking.

- **Week 5: Cybersecurity Essentials:** Protect yourself online! Develop essential cybersecurity practices to safeguard your data and privacy. Explore password management, online safety measures, and how to identify and avoid online threats.
- **Week 6: Digital Skills for the Future:** Explore emerging digital trends and technologies. Gain insights into the future of work and how to stay competitive in the digital age.

How will I be assessed?

- **Formative assessment:** Weekly quizzes, interactive exercises, and peer review activities will solidify your learning and gauge your understanding.
- **Summative assessment:** A final project that demonstrates your acquired skills and knowledge will be used for evaluation.

Who is this course for?

This course is perfect for anyone seeking to improve their digital literacy and bridge the digital skills gap. Whether you're a recent graduate, a professional seeking career advancement, or an individual seeking to navigate the online world with more confidence, this course empowers you to thrive in today's digital landscape.

Target Audience:

- Recent graduates
- Career changers
- Professionals seeking career advancement
- Individuals with limited digital literacy skills

Progression Opportunities:

Upon successful completion, you can progress to more advanced courses in web development, digital marketing, or graphic design. Consider exploring options such as [insert a suitable equivalent programme name] or other accredited programs available across the UK.

Career or Job Enhancement Pathways:

- Social Media Manager
- Content Creator
- Digital Marketing Assistant

- Customer Service Representative (Online)

How do I enrol?

The quickest way to enrol is online at www.oucoursesouthwest.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.oucoursesouthwest.co.uk/learner-information/essential-information-for-every-learner>

Room numbers are subject to change - please check when you arrive at the venue.

