

Explore Digital First Steps



Course Code SS06BF12A

Venue: **Room** ICT Suite

Hyde Park House
Mutley Plain
Plymouth
Devon

PL4 6LF

Start Date: 20 June 2022

End Date: 11 July 2022

Sessions: 4

Day(s): Monday

Cost of course: No Fee

Start Time: 10:00

End Time: 12:00

Smart Skills

On Course South West is supporting Plymouth residents, aged 16 and over, to upskill. The SMART SKILLS programme is funded by the European Social Fund. We can work with individuals, including the self-employed and unemployed who are in receipt of benefits.

Plymouth based employers and their staff can also benefit from this offer. If you are employed we will require evidence of your employer's support. There will be paperwork to complete to access the funding along with proof of your eligibility to work and live in the UK.

Before you enrol

You will need to speak to one of our Learning Advisors before enrolling onto this course. You can contact us by email OCSWsmartskills@plymouth.gov.uk, phone 01752 660713 or via the link below.

<https://forms.office.com/r/SRfrXUy6Vb>

Course Intent

This course will give you the basic digital skills you need in today's online world. You will learn how to stay safe online, how to communicate online using email, Word, and video communication software (Zoom/Teams). You will learn how to handle information and content by saving and organising files and web pages, you will practice online transactions that will allow you to access goods and services (shopping, NHS, travel information) and you will practice problem solving skills using online resources. Whether it is a smartphone, tablet, iPad, laptop or computer the first steps can be taken to explore the world of digital technology.

By the end of the session you will be able to;

use a range of applications;
understand online safety;
develop a knowledge of different types of software including Microsoft and Google.

Entry requirements

There are no specific requirements for this short course.

How will the course be delivered?

You will be working with your tutor and other students online on Microsoft Teams. This will involve a video meeting using the Microsoft Teams app, with supporting learning resources in the virtual classroom. We will supply you with a login and password when you enrol, and we can provide telephone support to help you to get into the virtual classroom on your computer.

Will I need to study or practise outside the classroom?

It is always good to practise your skills, your tutor may encourage home research.

How will I know I am making progress?

Your tutor will set objectives for the session and give feedback on how you are progressing. You will agree personal targets as part of your Individual Learning Plan (ILP), and you will review your targets and the start and end of the session.

What will I need for the course? Please bring a pen and notepad to make notes.

Progression Look out for information regarding follow-on courses.
Learning Advisers will be happy to provide you with information of what progression is available. Visit our website at www.oucoursesouthwest.co.uk or contact us on 01752 660713 to make an appointment.

ON COURSE SOUTH WEST
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