

## Everyday IT Skills for Beginners

| Course Name                           | Start Date | End Date | Site                | Total Fees |
|---------------------------------------|------------|----------|---------------------|------------|
| Everyday IT Skills - Beginners Course |            |          | Ashby Community Hub | 0.00       |

### Course Description

#### Everyday IT Skills

**Next dates to be confirmed.**

**Following completion of this course, you will have the opportunity to continue straight onto the next level Essential Digital Skills course if you choose, which is a recognised qualification.**

**\* Please note that when you apply for a course, you will not be enrolled onto the course until a tutor has reviewed your application.**

**The tutor may need to speak to you and request further information from you. Your place is not guaranteed until you receive confirmation from a tutor or a member of our Customer Services Team \***

#### Content and overview

You will learn basic IT Skills and internet safety and prepare for using IT in the workplace. This course is ideal for adults with little experience of computers who want to build their skills and confidence.

The course will cover:

- Safely starting & shutting down a computer
- Creating a new document and then saving it for later use
- Searching the internet
- Using email
- Being safe and responsible online

#### Suitable for

The course is designed for adults who are looking to learn how to use a computer. It is suitable for absolute beginners and those lacking confidence in IT.

#### Delivery method

Classroom based. **Homework**

None, but you will be encouraged to try out new skills away from the classroom.

#### Assessment

No formal assessment, but there may be some quizzes to complete.

#### Entry requirements

You will be required to attend an initial assessment at a Community Hub to determine your eligibility for the

course.

Your English must also be to a standard to enable you to complete any written assignments.

You must be aged 19+ on 31 August 2023 to join this course.

You must complete an online induction, which includes online safety, before you begin a course with us.

### **Additional information**

Places on this course are limited. Further courses will be scheduled throughout the academic year and will operate waiting lists.

We recommend you register your interest early, as this course is very popular.

### **Application and Course fees**

You can apply for this course using the 'Apply Now' button at the top of the page. You will need to complete all relevant details in the application form and to upload the evidence which supports your application (including ID).

**If you do not have anyone to help you with this, you can call our friendly team on 01724 297146 and they will be able to take your application details over the telephone.**

The course may be FREE of charge, depending on your personal circumstances. To be eligible, ID and evidence of benefit status or low wage (if applicable) is required in accordance with the ESFA Funding Rules. This evidence can be uploaded during the application process, or you can bring it with you when you attend your first class.

If you fail provide the evidence required or to complete the course, you may have to pay the full cost.