

Digital Skills for Beginners - Tailored Learning

Course Name	Start Date	End Date	Site	Total Fees
Digital Skills for Beginners -Ashby Hub - MON PM-Tailored Learning	15/09/2025	22/10/2025	Ashby Community Hub	0.00

Course Description

Digital Skills for Beginners – Tailored Learning

Content & Overview:

Take your first step into the digital world with confidence. This 5-week practical course is designed for adults with little or no experience using computers. You'll learn the basics including how to safely start and shut down a computer, use a mouse and keyboard, send emails, browse the internet, and stay safe online. Come and build your digital confidence in a friendly and supportive environment.

Induction, followed by 5 week course.

Course content:

Getting Started with a Computer

- Safely turn a computer on and off
- Understand basic parts of a computer (monitor, keyboard, mouse, etc.)

Using a mouse and keyboard

- Use a mouse (click, double-click, scroll, drag-and-drop)
- Use a keyboard (typing, using capital letters, deleting, shortcuts)

Introduction to Email

- Send, receive, and reply to emails

Using the Internet

- Open and navigate a web browser
- Search for information using search engines (like Google)

Being safe online

- Start to recognise and use safe websites

Delivery Method:

Face to face

Suitable for:

Learners with very limited IT skills and who are lacking in confidence. Their IT skills may prevent them from being able to access daily life, further learning or employment.

Entry requirements:

No previous IT qualifications.

Progression route:

Learners who complete this course should be ready to progress onto the 'Moving on in Digital Skills' course. Following this, learners can then progress onto EDSQ.

DISCLAIMER:

When applying for this course, you must provide evidence to confirm eligibility for funding, proof of ID and full address. Applying for a course does not mean you are automatically enrolled. You must be 19+ on 31 August 2025 and a UK resident.

Our dedicated team will be happy to help – just call us on 01724 297146 or contact using this link:-

<https://northlincsadulteducation.co.uk/contact>