

Moving on in Digital Skills - Tailored Learning

Course Name	Start Date	End Date	Site	Total Fees
Moving on in Digital Skills - Ashby Hub - Monday Afternoon - Tailored Learning	03/11/2025	08/12/2025	Ashby Community Hub	0.00

Course Description

Moving on in Digital Skills

- Tailored Learning

Content & Overview:

Improve your digital skills with confidence. This 5-week practical course is designed for adults with some experience using computers. You'll expand your knowledge of the basics. Come and build your digital confidence in a friendly and supportive environment.

Induction, followed by 5 week course.

Course content:

What you will learn:

Week 1:

- Set up a personal email account
- Send, receive and reply to emails
- Send emails with attachments

Week 2:

- Create a new folder to store files
- Downloading from emails

Week 3:

- Search online for specific information
- Recognise secure and reliable websites

Week 4:

- Recognise common online scams
- Recognise spam or phishing emails
- Understand basic online safety and privacy
- Create strong passwords and keep them safe

Week 5:

- Create and edit simple documents on Microsoft Word
- Format text (bold, bullet points, font size)

By the end of the course, you will be able to:

- Use a computer and the internet with greater independence
- Stay safe and make informed choices when using digital technology
- Feel more confident using technology in everyday life
- Progress onto an Entry 3 Essential Digital Skills Qualification

Delivery Method:

Face to face

Suitable for:

Anyone finishing the Digital Skills for Beginners course and other adults with some IT skills who are lacking in confidence.

Entry requirements:

No previous IT qualifications.

Progression route:

Completion of this course should allow progression onto the Essential Digital Skills qualification.

DISCLAIMER:

When applying for this course, you must provide evidence to confirm eligibility for funding, proof of ID and full

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>