London Borough of Hounslow

LEARNHOUNSLOW

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www.hace.ac.uk

Essential Digital Skills Level 1

About the course

This FREE qualification course is for anyone wishing to develop your digital skills to improve your life and especially for work. If you have some experience using a computer, laptop, tablet or smartphone to access the Internet and create basic word-processed documents then this course could be for you.

During this course you will develop your digital skills and learn how to use digital technology for everyday life and for work; including how to use MS Office Word, Excel and Power-point, which are all widely used in the workplace.

You will work on your own and with other learners on different tasks so you also develop important life and work skills such as problem-solving, decision-making, prioritising, teamwork and independence.

This is *a face-to-face course* and we will provide devices for you to use in lessons.

You will sit an exam at the end of the course.

Course Learning Outcomes

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

- Use and manage your devices and your data storage off- and online; deal with common technical problems; use online learning
- Search safely for reliable information and content.
- Create and improve files of text, tables, graphics, charts, audio, video; analyse numeric information
- Use digital communications for different audiences; manage and protect your online identity
- Manage online accounts/transactions; compare buying options

***Please note*: To successfully complete this course you must commit to 100% attendance and punctuality**.

You will be committing to 2 x 2hr lessons a week for 16 weeks.

What is needed for the course?

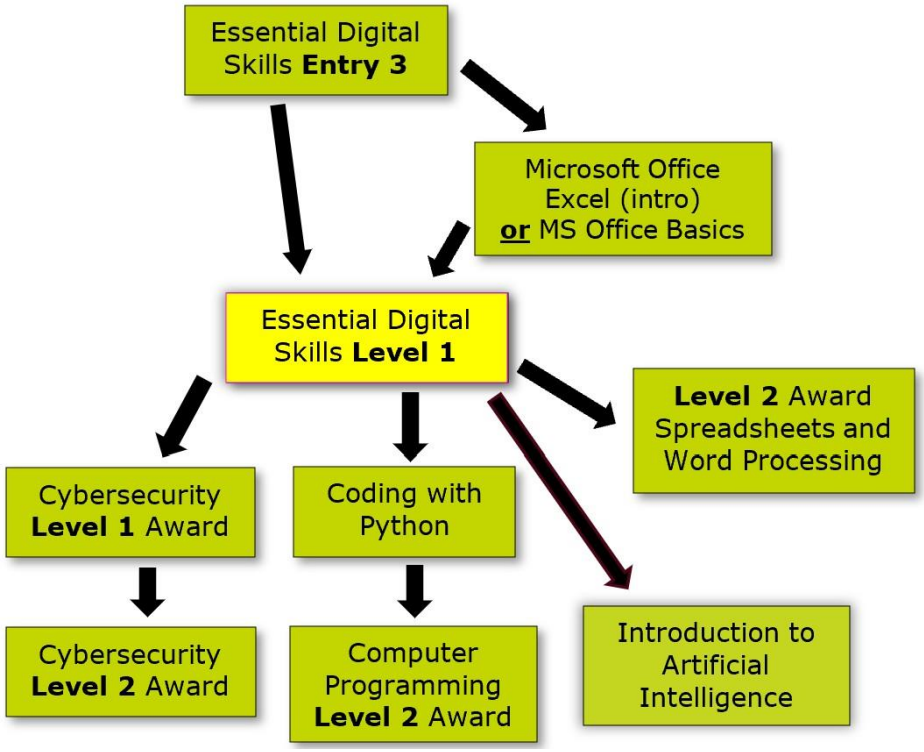
- Successful completion of an Initial Assessment OR successful completion of Essential Digital Skills Entry 3 course, prior to starting this course.

What can you do afterwards?

After successfully completing this course you can progress to the Cybersecurity Level 1 Award; Coding with Python; Spreadsheets and Word Processing Level 2 Award. Or you may wish to try a Community Learning course. Your teacher can advise.

If you need any additional support, please call us.

Progression Pathways



We can also provide you with information, advice and guidance for employment or further learning.

- Please speak with your tutor or
- Call 020 8583 6174 to speak to an advisor or
- Email work@hounslow.gov.uk or
- Visit www.workhounslow.co.uk

WORKHOUNSLOW