Course Title – Basic Digital Skills for Beginners

About the course

This course will help you gain basic digital skills.

You will learn how to turn on a digital device, use a mouse, touchpad or touchscreen, log in and open a browser. You will learn about internet safety so that you can feel safe when using the internet and email.

This is *a face to face course* and we will provide devices for you to use in lessons; however, if you have a smartphone, iPad/tablet or laptop that you want to learn how to use, you can bring this to use on the course.

What will I learn?

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

- Get online using a computer or digital device.
- Do simple internet searches safely, to find information.
- Understand the main principles of safe online shopping.
- Use a HACE email account, and (optionally) a personal account to receive and send simple emails.
- Join a video call.
- Know 5 ways to stay safe when working online.

What are the entry requirements?

- This course is suitable for absolute beginners with very little or no previous knowledge of using a computer or digital device.

What do I need to bring with me?

- Please bring a notebook and a pen with you, to take notes.
- If you have a device you may wish to bring it with you during the course.

How will my learning be assessed?

This is a non-accredited course with the intent to benefit lifelong learning. Your tutor will give you regular verbal and written feedback to support your progression. You will submit your course work and track your learning in Google Classroom. You will participate in group discussions and receive guidance.
To successfully complete the course your attendance should be a minimum of 85% and course work should be completed by the end of the course.

Devices and digital applications required for your class

We use Google Suite for Education and you will become familiar with this during the course. If you are a new learner with us, we will create an account for you. Details will be sent to your personal email, if you have one.

Your tutor will support you, in the first session and throughout the course, if you need help with any of this.

What can I do after completing this course?

- At the end of the course your tutor will discuss with you, your possible next steps.
- You can do a free Essential Digital Skills Qualification course (please call 0208 583 6000 and ask for an Initial Assessment).
- You can call us to find out about upcoming courses on 020 8583 6000 – do consider one of our Adult Skills courses or a Vocational course, as well as our many Community Learning courses.
  Check www.hace.ac.uk/courses

What will happen if a session is cancelled due to COVID19?

During the COVID19 pandemic we aim to be flexible and to continue to deliver learning in a safe and inclusive environment, whether this is online or in a physical classroom. If you are isolating and are unable to come to class, speak to your tutor or with one of our staff members and we will do our best to find an alternative solution.

Information, advice and guidance for employment

- Call 020 8583 6174 to speak to an advisor
- Email work@hounslow.gov.uk
- Visit http://www.hace.ac.uk/employment-support