London Borough of Hounslow

LEARNHOUNSLOW

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Email and Digital Skills Builder

About the course

This free course is for you, if you are maybe not quite ready for the Essential Digital Skills qualification course. If you have already completed the Basic Digital Skills for Beginners, this course will help you build on the Digital Skills you have already learnt – to help you grow in confidence and gain skills for the workplace.

You will use MS Office Outlook using a browser to learn about sending emails and scheduling appointments. You will learn how to manage email folders and rules. You will invite, reply to and accept scheduled meetings using the calendar.

You will also look at a few different document types and understand when you might use them and for what purpose.

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

Course Learning Outcomes

By the end of the course, you will:

- be able to use MS Office Outlook on a browser to send and receive emails
- be able to send attachments: images and documents
- be more confident writing emails in a business context
- be able to respond to and send invites to meetings
- be able to identify different purposes for a variety of document types, commonly used in the workplace.
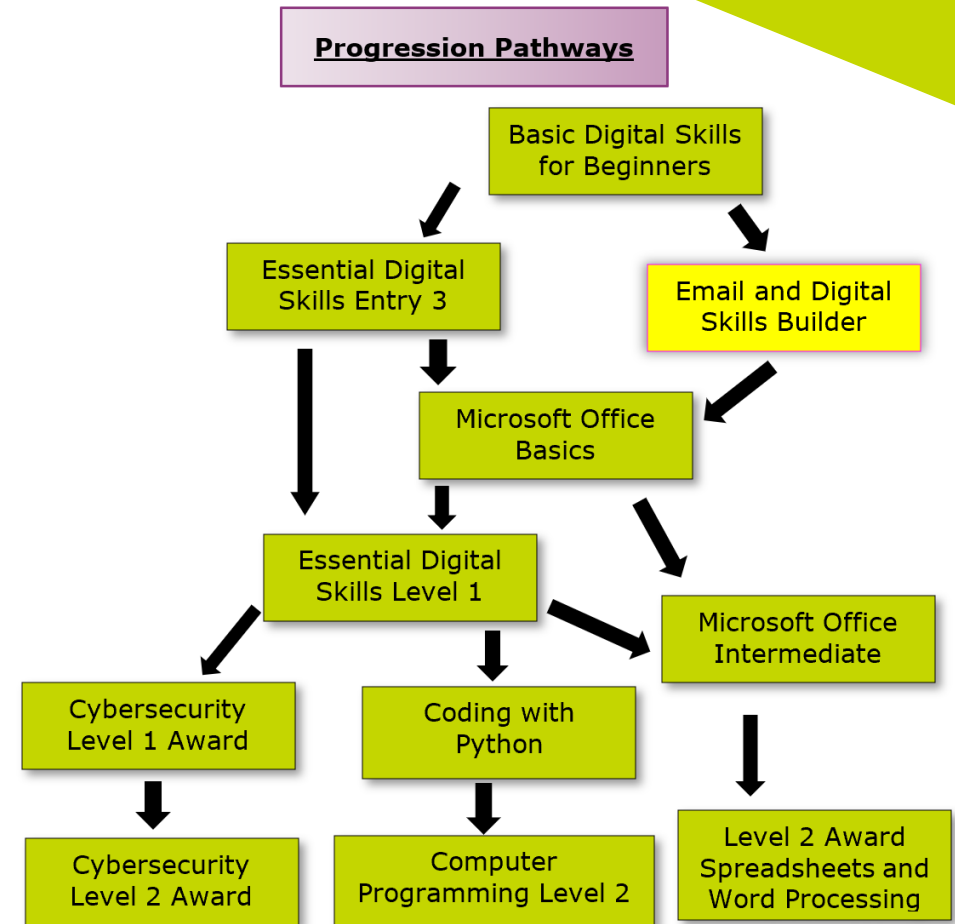
Please note: **To successfully complete this course you must commit to 100% attendance and punctuality**.

This course is usually 2 x 2hr lessons a week for 6 weeks .

What is needed for the course?
- 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, but it is not necessary.

**If you need any additional support, please call us.**

Progression Pathways

Basic Digital Skills for Beginners

→ Essential Digital Skills Entry 3

→ Email and Digital Skills Builder

→ Microsoft Office Basics

→ Essential Digital Skills Level 1

→ Microsoft Office Intermediate

→ Cybersecurity Level 1 Award

→ Coding with Python

→ Cybersecurity Level 2 Award

→ Computer Programming Level 2

→ Level 2 Award Spreadsheets and Word Processing

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

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