London Borough of Hounslow

LEARNHOUNSLOW

020 8583 6000
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www.hace.ac.uk

Basic Digital Skills for Beginners

About the course

This course will help you gain basic digital skills. It is suitable for absolute beginners with very little or no previous knowledge of using a computer or laptop.

You will learn how to turn on a digital device, use a mouse, touchpad or touchscreen and log in. You will learn how to use the internet to search for information, how to find useful sites and how to fill in online forms. 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. The next steps after this course, if you wish, will be the Essential Digital Skills Entry 3 qualification course to learn more digital skills for life.

Course Learning Outcomes

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

- Use a HACE email account, and (optionally) a personal account to receive and send simple emails.
- Complete online forms for various purposes.
- Do simple internet searches safely, to find information and useful sites – including job-search websites.
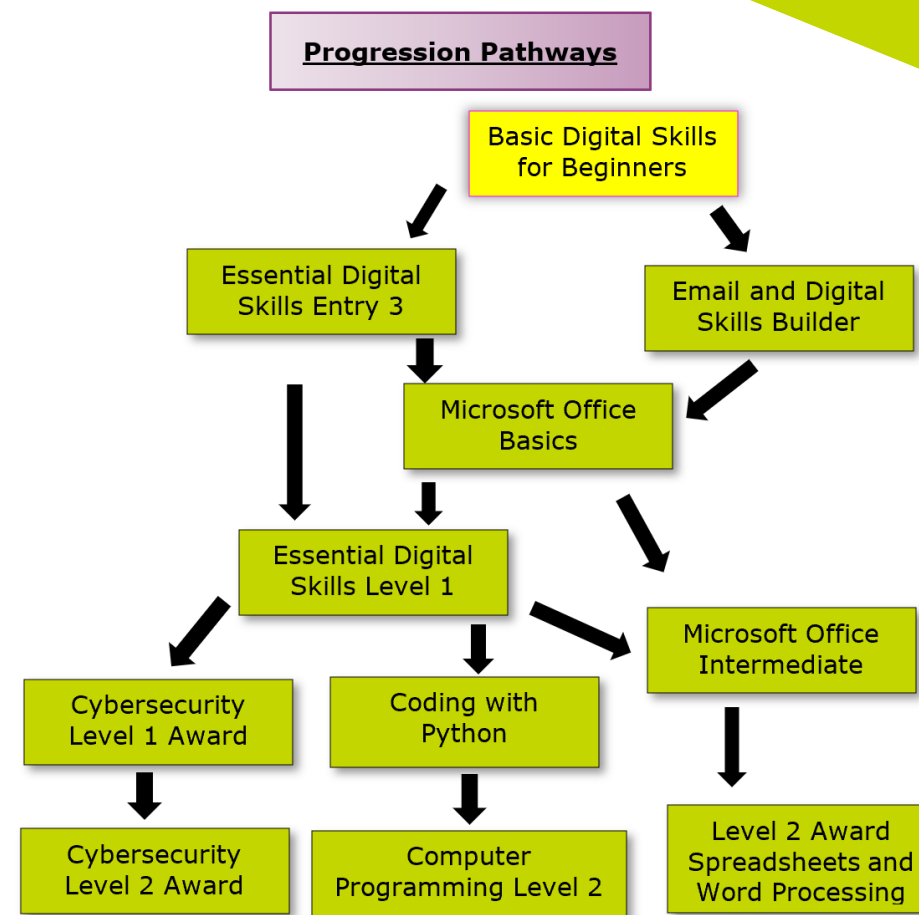- Use the controls of an online browser to navigate websites

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

You are committing to 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.

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