**Education & Skills Funding Agency**

**DIGITAL SKILLS**

# DIGITAL SKILLS FOR LIFE

## COURSE SUMMARY:

Your tutor will support you in developing the confidence to use your computer safely. On this 2 x 3 hour course, you will learn the essentials to get you started in job searching, sending emails and how to search and use the internet safely.

## ENTRY REQUIREMENTS:

- Aged 19 or over
- Are a complete beginner or have very limited computer skills

## WHAT WILL YOU DO ON THIS COURSE?

**Your tutor will take you through each task step-by-step using a range of interactive teaching and learning activities until you feel able to work confidently at your own pace. You will cover the following topics:**

✔ **Turning computer** on and off safely

✔ **Use a** mouse and keyboard correctly

✔ **Open programs** from the desktop and start menus

✔ **Create, save,** print and retrieve documents

✔ **Use the** internet and search engines to find information

✔ **Be aware** of health and safety issues

**AWARD:**
**Unaccredited**

## PROGRESSION FROM THIS COURSE:

After completing this course, we encourage learners to enrol on the 'Computer Skills for Beginners' course and take the Entry Level 1 assessment. You can then progress on to further levels to enhance your new found skills.

We have a range of courses to update a CV effectively too!

**Suffolk** County Council

**REALISE FUTURES**
Enhancing people's lives

**THE GATEWAY TO LEARNING IN YOUR COMMUNITY**