Education & Skills Funding Agency

DIGITAL SKILLS

MOVING AHEAD IN COMPUTER SKILLS

COURSE SUMMARY:

Your tutor will support you in developing skills to enable you to develop the digital skills you may need for life, work, or further study. On this 54 hour course, you will learn the essentials in creating documents for a range of audiences, use a spreadsheet to record data and how to search and use the internet safely.

ENTRY REQUIREMENTS:

- You will have completed the Get Going course or have equivalent IT experience
- You will have basic English and maths skills

AWARD:
NCFE Digital Functional Skills Qualification (Level 1)

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. Topics include:

- ✔ **Using devices** and handling information
- ✔ **Creating** and editing
- ✔ **Communicating** and transacting
- ✔ **Being safe** and responsible online

PROGRESSION FROM THIS COURSE:

After completing this course at Level 1, we encourage learners to enrol on the 'Digital Skills for the Office: Level 1' course to focus on developing your skills with Word Processing, Spreadsheets, Presentations and Desktop Publishing. This will provide further skills in specific topics which will develop skills for the workplace environment.

Suffolk County Council

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Enhancing people's lives

THE GATEWAY TO LEARNING IN YOUR COMMUNITY