

## Digital Skills for Improvers - Intensive

Already know the basics, can "surf the net", use the keyboard, open emails and now ready to move on? This course will include suitable websites for those looking for jobs and housing portals. It will cover how to register with Universal Jobmatch and how to use filters to narrow down your search. It will cover how to download then print out job application forms attached to emails, plus how to complete on-line applications and route planning to attend interviews. Learn how to send and receive emails and attachments, browse web pages, jobs and more in this friendly hands-on course. The content will be adjusted to meet learners' priorities.

Start Date:	12 February 2025
Start Time:	09:45
Lessons:	6
Weeks:	3
Hours:	30.00

PLEASE NOTE THIS COURSE RUNS ON A WEDNESDAY AND FRIDAY

### Venue

Medway Learning and Skills Hub  
Unit 2  
Britton Farm Street  
ME7 1GX

### What will I learn on this course?

- Review how to use the Internet to find information. Use websites for jobs, housing associations, companies and route planning. Complete on-line forms
- Send, receive, forward, reply, enhance and print emails. Stay safe
- Download and print attachments such as word processed files, job application forms and photos. Upload attachments to your emails

Learners will:

1. Understand computing terminology and stay safe. Use the internet and Google for websites, information, housing association portals, shopping or jobs and print a page. Create an email account, if not already done so
2. Get started with email: create, send, print, reply and forward. Navigate websites and use filters. Use your email address to create on-line accounts with secure passwords
3. Complete on-line forms such as car tax, booking tickets for events, housing association maintenance requests, job applications, sports or holidays. Google maps to find places and plan routes. Download attachments on emails
4. Create an email address book, Contacts. Change the look of your emails and attach photos
5. Understand what Spam and Phishing are. Attach files to emails, such as documents or your CV
6. More practice with emails and websites. Use 'Favourites' or 'Bookmarks'

### Is this course suitable for me?

This course is suitable learners who are progressing from the beginners course or those with some computer knowledge wishing to develop new skills.

### Is there anything I need to know about the course?

This entry-level course is suitable for those with some prior knowledge of computers and using the Internet. It is a progression from Digital Skills for Beginners. Discover computing in a relaxed and supportive environment and learn how to use a computer in an enjoyable, hands-on way. It is designed to raise confidence and provide a foundation for further study.

A good standard of spoken and written English is required and it is essential to be able to follow and understand verbal and written instructions, write in full sentences using punctuation and be able to plan, draft and proofread your work. You may wish to bring your own fully-charged tablet or laptop after the first week so you can practice on your own device. Note that most of the locations that we use do have Wi-Fi available but the quality cannot be guaranteed. You will need to bring in your mobile phone to create an email address in the first lesson. During the process, they will send a text message with an activation code – note they don't share your number and don't send any other messages. Please bring a pen to make personal study notes. An A4 ring binder to keep handouts in will also be useful.

### What could I go on to do after this course?

The follow-on course is Digital Skills for Improvers, which introduces you to word processing and how to lay out a letter or CV. It covers file management, how to find and organise your files and emails plus a re-cap on attachments.

### Attendance Policy

In order to get the most out of your course you will need to attend as many sessions as possible. We recommend at least 90%. If you do have a holiday booked during term time please let the tutor know in advance so that we can help you catch up on missed sessions and ensure that you still achieve the course outcomes. If you are unavoidably ill or unable to attend, please contact 01634 338400 so that we can let your tutor know, and so they can send you any work you may have missed

#### **How are digital skills used and enhanced on this course**

You need to use the computer and internet for your course . The tutor will speak to you about useful websites, apps and online resources which you may be asked to use for homework.

#### **Health and Safety**

We try to make sure your class is as safe as possible. If you are worried about anything, please talk to your tutor or our Safeguarding Officer.