

Start Date: 05 November 2025  
Start Time: 09:30  
Lessons: 6  
Weeks: 6  
Hours: 15.00

## **Venue**

Rochester Adult Education Centre  
Rochester Community Hub  
Eastgate  
ME1 1EW

## **What will I learn on this course?**

Refresh your computer, searching, email and attachment skills

- Use a word processor to create, edit and save documents
- Organise your files, emails and time using folders and a calendar

Learners will:

1. Re-cap computer, internet and searching skills. Introduction to word processing, how to spell check and proof-read
2. Practice creating documents, formatting and saving them. Improve your typing using on-line games and tutorials. Re-cap emails and downloading attachments
3. Understand how to lay out a letter or CV and edit existing documents. Scan in documents, such as photos, certificates, passport or driving licence for proof of ID
4. Use file management techniques to organise your work and emails. Create folders, use Copy & Paste and Drag & Drop.
5. Re-cap your email skills and get organised by using a calendar. Upload files as attachments to emails or on to job websites
6. More practice with emails. Use a variety of web sites to find jobs and company information

## **Is this course suitable for me?**

This entry-level course is suitable for those with prior knowledge of computers, using the Internet and emails, who want a basic introduction to word processing and spreadsheets. It is a progression from Digital Skills Improvers. 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

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

You will need to bring in your mobile phone to create an email address in the first lesson if not done so on a previous course. 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.

Extra practice always helps; an hour or two each week will be beneficial. You do not need to have a computer at home, however, as you can use public access computers at all libraries for free.

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

We offer City & Guilds accredited IT courses at Entry 3 and Level 1 which are free to those on certain benefits.

Specialist advice is available from your tutor to help you identify the best course for you.

If you wish to explore your learning, work or career options, you can speak to a fully trained careers advisor on 0800 100 900. <https://nationalcareersservice.direct.gov.uk>

If you need further advice please telephone 01634 338400.

#### **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.