

Digital Skills for Intermediates – Entry

Ready to take your knowledge further? This course will include topics suitable for those looking for jobs including job search online, downloading job application forms, and completing on-line applications. It will recap how to upload attachments to job websites or emails, and how to download and save attachments.

Improve your keyboard skills and use a word processor to create, format and save documents. Organise your work and emails into folders using Copy & Paste, and Drag & Drop techniques. Get a brief overview on how to use a spreadsheet to manage your money. The content will be adjusted to meet learners' needs and priorities.

Start Date: 05 November 2025
Start Time: 12:30
Lessons: 6
Weeks: 6
Hours: 15.00

Note: If you have an email address, please ensure you know your email address and password. You will be required to log onto your email account on the computer as part of the course.

Venue

Rochester Adult Education Centre
Rochester Community Hub
Eastgate
ME1 1EW

What will I learn on this course?

Refresh your computer skills on how to search for information effectively on the internet, using emails confidently – attaching and downloading files, printing and saving attachments.

- Refresh your word processor skills (Microsoft Word) to create, edit and save documents.
- File management - organise your files, emails and time using folders and a calendar.

Learners will:

1. Re-cap computer, internet and searching skills.
2. Review how to stay safe online, including how to spot 'phishing' emails.
3. Re-cap your email skills and get organised by using a calendar. Upload files on to job websites or as attachments to emails.
4. Practise creating documents, formatting text (change font style, size, use bullets); type and navigate within text boxes/ tables.
5. Use file management techniques to organise your files and emails. Create folders, use Copy & Paste and Drag & Drop.
6. Get a taster of spreadsheets (Microsoft Excel) - how it can help you to carry out calculations and manage data quickly and effectively.

Is this course suitable for me?

This entry-level course is suitable for those with prior knowledge of computers, have some experience using the Internet, emails, and word processing, but need to consolidate and extend their skills. It is a progression from Digital Skills Improvers.

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?

Improve your computing skills in an enjoyable, hands-on way within a relaxed and supportive environment. This course is designed to raise confidence and provide a foundation for further study.

You will need to bring in your smartphone to create an email address in the first lesson if you do not have one. During the process, you will be sent a text message with an activation code. Note: Gmail does not share your number and does not send any other messages. If you already have an email address, please ensure you know your password as you will be required to log onto your email on the computer in order to send emails to the tutor as part of the course, and in order to access your Medway Adult Education learner account.

Please bring a pen and notebook 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 can practise on the computers in the library at no cost.

What could I go on to do after this course?

Learners who complete this course successfully can progress onto a Microsoft Word Processing course. Depending on progression and tutor assessment, learners may also enrol onto the Entry level 3 Award in Essential Digital Skills for Work and Life. This qualification provides you with a nationally recognised certificate upon successful completion.

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 they can send you any work you may have missed.

How are digital skills used and enhanced on this course

You will use a computer / laptop and access the internet on your course. You will also be expected to use a smartphone / tablet. The tutor will speak to you about useful websites, apps and online resources which you may be asked to use for homework.

You will develop your ability to use word processing skills, further develop your ability to use the internet and emails, and organise files on your computer.

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.