Employability Prog - Digital Skills Impr

R261150T

This course is part of the Employability Programme. Learners attend Digital Skills on Tues and Fri (3 weeks), Employability Entry 3 on Wed and Thurs (weeks 1 & 2) and Employability CV writitng on Wed and Thurs (week 3). On this course, learners develop confidence in using the computer including using search engines such as Google, file management techniques and create and edit documents using Microsoft Word.

Start Date: 12 January 2027
Start Time: 09:45
Lessons: 6
Weeks: 3
Hours: 30.00

Venue

Rochester Adult Education Centre
Rochester Community Hub
Eastgate
ME1 1EW

What will I learn on this course?

Learners will:

1. Review how to use the Internet to find information; use websites for jobs, housing associations, route planning, accessing Medway Council services online, and logging onto your Medway Adult Education learner account.
2. Review how to stay safe online, including how to create secure passwords.
3. Use your email account to forward and print emails, download and upload attachments such as your CV or job application forms, create a signature or disclaimer, and use an email calendar.
4. Build on your word processing skills, using Microsoft Word to format text (change font style, size, use bullets); type and navigate within text boxes/ tables; use headers and footers; spell and grammar check. These essential skills will help you to complete assignments or build portfolios to obtain a qualification.
5. Use File management techniques to copy and save files onto USB/ pen drive; create folders, use Copy & Paste and Drag & Drop.

Is this course suitable for me?

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

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?

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. 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?

Depending on progression and tutor recommendation, those attending digital skills classes only once a week may benefit from enrolling onto the Digital Skills for Intermediates. This course will consolidate and extend your current skill level, which will include file management - how to find and organise your files; attaching images to emails, and giving you a taster of spreadsheets (Microsoft Excel). Learners attending the intensive Digital Skills Improvers course may wish to progress directly onto Microsoft Word, which builds your word processing skills further, including how to lay out a letter or CV; and how to find, insert, move, edit/ wrap/ resize images.

We also offer accredited Essential Digital Skills courses at Entry 3 and Level 1, which provide you with a nationally recognised certificate upon successful completion. 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 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.

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.