Essential Digital Skills Level 1

Study Mode: Part Time | Course Level: 1

Is this course right for me?

The Essential Digital Skills courses have been setup in conjunction with the government to cover the required points of our modern digital life. In this Level 1 course you will be shown how to use and develop the digital skills that are considered to be vital for both business and personal use on a day to day basis.You will be working in a safe environment with trained professionals to help guide you through these skillsin a step by step process that gives you time to learn and practice and above all develop your confidence when using all forms of digital device. This course is aimed at students who have some understanding of basic computing practices but that need to develop more established skills either professional or personal reasons.

Also, if you earn less than £30,000 per year and aged 19 or over, you could study this course for FREE! Take advantage of the new funding and #DoMore with your future.

Entry Requirements

There are no formal entry requirements for this course, however you will need:

- Entry-level understanding of both English and maths
- Experience of using computers and computer programmes

What will I learn?

During this course you will study the following modules:-

• Using the Internet Effectively & Safely

• IT security, Digital Footprints & file Management

• Digital Communication Methods - Email, Messaging & Video Conferencing

• Hardware Setup - Including Desktop, Laptop and Mobile Devices

• Technical Solutions - Resolving technical issues

• Digital Wellbeing

• Word processing software (Microsoft Word)

• Using Multimedia features effectively

• Managing Online Identity

• Using Internet Services - Banking / Shopping

• Spreadsheet Software (Microsoft Excel)

What skills will I gain?

By studying this course you will:

• Develop your understanding of how to use the internet effectively and safely for both business and personal use

• Discover how to order files and apply greater security to your computer and mobile device

• Use different digital communication methods effectively for both business and personal use

• Learn how to setup hardware and resolve technical issues and where to go to for additional support

• Gain digital wellbeing skills to help create a safe working environment

• Develop Word Processing skills to help create professional and personal documents

• Discover Spreadsheets for business use

• Use hardware devices effectively to access multimedia features, upload videos and edit them

• Develop an understanding of laws and guidelines that affect computing

• Improve job prospects and develop digital confidence

How will I be assessed?

Throughout the course you will be assessed in the following ways:

• Continual assessment by tutors

• Supervised Exam

• Official Recorded Observations

What can I do next?

Completion of the course will enable you to:

 Progress to Part Time Level 2 IT Course

Why study with us?

We have well-equipped modern classroom which provides a friendly and relaxed place in which to learn. As a student of the college you will have the opportunity to use our facilities on the Wellington Road campus including the gym, sports center or café. You will also have full access to the Virtual Learning Environment (VLE) that can be accessed 24 hours a day 7 days a week to help develop your skills.

Delivery

Location: Wellington Road Campus
Start Date: 09/01/2025
Day:
Time:
Course Fee:
Course Code: Q2882
Study Mode: Part Time

Apply online: **www.wolvcoll.ac.uk/apply**