TRAFFORD & STOCKPORT
COLLEGE GROUP

Digital Learning

A range of part-time courses for adults from beginners to level 1

Our basic courses are designed to support complete beginners and those with 'rusty' skills who need a refresher.

Beginners Digital Skills   5 weeks   No exam

Our beginners course covers all of the basics, from using a keyboard and mouse to browsing the internet, sending emails and creating documents in Microsoft Word on a PC.

You'll learn at a comfortable pace in a supportive environment. No prior experience required - just enthusiasm and a willingness to learn!

Next Steps in Digital Skills   (5 weeks)   No exam

This course will boost your existing skills - it's a great refresher! You'll improve your Word processing skills and get an introduction to spreadsheets and file management. You'll also learn more about using email and the internet, and online safety.

Take your skills and confidence to the next level!

Bitesize Digital Skills   5 weeks   No exam

You will focus on three Microsoft applications during this course: Microsoft Word, Excel (spreadsheets) and PowerPoint (presentations). You will learn how to format documents, organise data and design fantastic presentations.

This course provides a great introduction to our EDSQ courses (see next page), and really builds on those vital IT skills for work and study..

These courses can lead on to ....

Entry Level 3 Essential Digital Skills Qualification   14 weeks
or
Level 1 Essential Digital Skills Qualification   14 weeks

Once you have mastered the basics you could progress onto one of our accredited courses! Each course ends with an online assessment. You'll get a nationally-recognised qualification to demonstrate that you have the necessary digital skills to succeed in life, work and further study.

Entry requirements

Entry level 3: Basic skills in Word, email and internet.

Level 1: Must have prior experience in word processing, spreadsheets and presentations

The courses cover five key areas:

- Handling information: understand how to work with files and folders
- Creating and editing documents: create, edit and format text, numbers and images, building on your word processing and spreadsheet skills
- Communication: understanding electronic communication such as email, instant messaging and video calling
- Transacting: practice completing online forms and compare online buying options to make the best choice
- Safety and Security: Develop the skills to work safely online and reduce the dangers of security breaches

Qualification: Gateway Qualification in Essential Digital Skills

How to enrol

These courses run throughout the year. To find out when the next ones are running, check our website:

https://trafford.tscg.ac.uk/

or email us: community@tscg.ac.uk

or phone us: 0161 886 7047

You will be invited to an enrolment session at the college where a tutor will chat with you about your current skill level to make sure you enrol on the right course for you.

You can book an enrolment appointment on our website:
https://trafford.tscg.ac.uk/adult/digital-skills-assessments/

 -   or just email or phone us if that's easier.

You will be required to complete an enrolment form before the course starts.