

Digital Learning



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

We have a range of courses at different levels to suit learners of all abilities up to Level 1.

Beginners Digital Skills

5-6 weeks

No exam

If you have little or no experience of using a computer, this is the course for you!

Starting with some basic keyboard and mouse skills, you will learn some basic skills in Microsoft applications, going online and using email.

Sessions are delivered at a comfortable pace within a supportive environment. No prior knowledge required. Just enthusiasm and a willingness to participate!

Next Steps to Digital Skills

(4-6 weeks)

No exam

This course is for people who have done a bit on the computer but want to improve their skills and confidence. The course starts with an introduction to word processing (formatting text, saving files) and some basic troubleshooting. You'll also look at using email and the internet, basic file management and digital safety.

Bitesize Digital Skills

5-6 weeks

No exam

Get a taste of 3 applications: word processing, spreadsheets and PowerPoint. This short course covers the basic functions of each and can be done as an alternative or introduction to our Entry level 3 course.

Some computer experience required.

These courses can lead on to

Entry Level 3 Essential Digital Skills Qualification 13weeks

or

Level 1 Essential Digital Skills Qualification 13 weeks

These courses are designed to enable learners to develop the digital skills they need for life, work, or further study.

You will need to have a basic understanding of computers.

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

Qualifications:

Gateway Qualifications Entry Level 3 in Essential Digital Skills

or

Gateway Qualifications Level 1 in Essential Digital Skills

There is an online assessment at the end of the course.



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.