



# EVERYDAY COMPUTER SKILLS

Are you looking to gain valuable digital skills?

This course will provide you with all the tools you need to be more confident in trying things online. It covers all of the digital skills needed in a wide range of situations in life and at work.

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OUTSTANDING



# Essential Digital Skills



**Start date:** Various start dates from Thursday 27th January.

**Duration:** Two and a half hours a week, over several weeks.

**Location:** Fareham College, Bishopsfield Road, Fareham, Hampshire, PO14 1NH.

**Cost:** Free.

**How to apply:** For more information and to apply please call **01329 815 229** and speak to one of our friendly Careers Team. Alternatively, if you, or someone you know has access to the internet, please visit **[fareham.ac.uk/essential-digital-skills](http://fareham.ac.uk/essential-digital-skills)** for more information, or **email [info@fareham.ac.uk](mailto:info@fareham.ac.uk)**.

**What's involved:** The Essential Digital Skills course at Fareham College will provide you with all the tools you need to be more confident in trying things online. It covers all of the digital skills required in a wide range of situations in life and at work, such as:

- ✓ Keeping in contact with your friends and family using email and video calls
- ✓ Shopping safely online
- ✓ Keeping your personal information and details safe online
- ✓ Learning how to use the internet for online banking and payments
- ✓ Creating, editing, saving documents
- ✓ Learn how to find and use a CV template and apply for jobs online
- ✓ Trouble shooting basic problems.

You will be provided with all the digital resources required for this course on campus, however you may wish to bring your own devices to sessions to use and familiarise yourself with.

**Entry Requirements:** To study this course for free, you must be aged 19+ and will require a skills check and information appointment to check eligibility to study at application.

**Progression:** On completion of Entry 3 you can progress to the Level 1 course, once you have achieved Level 1 you can explore a range of Level 2 qualifications on offer to you.