



Wigan Adult Learning and Skills

Title: **Digital and ICT for Beginners or Improvers**

Course duration:

Up to 6 weeks, 2.5 hours a week

Term time only

What will I learn?

By the end of the **Beginners** course you will be able to:

- Use a mouse to left click, right click, double click, and finally click and drag.
- Use a keyboard to type complete sentences, including using capital letters and punctuation symbols.
- Open the start menu to find the applications installed on your computer.
- Open an internet browser to find information using search engines.
- Send emails, including emails with attachments.
- Be able to use the in-built accessibility tools of Windows, such as the magnifying glass and contrast modes.

By the end of the **Improvers** course you will be able to:

- Locate and open Microsoft Word, and use different functions to create a piece of text.
- Use Microsoft Word to create a CV or Letter.
- Locate and open Microsoft Excel, and use some formulae.
- Use Microsoft Excel to create a budgeting spreadsheet.
- Locate and open Microsoft PowerPoint, and use features such as slide transitions and animations.
- Use Microsoft PowerPoint to create a slideshow on a topic of your choice.
- Use the internet to purchase goods, ensuring awareness of your online rights and how to stay safe online.

This qualification will help you to develop the transferable skills, attributes and behaviours needed for you to progress to further study and ultimately to employment.

In addition, all learners will develop key numeracy, literacy and ICT skills as appropriate.

How will I be assessed?

Progression is monitored and reviewed regularly via a learner's Individual Learning Plan.

Entry requirements

No previous experience, just a commitment to learn. You must be able to understand and follow spoken and written instructions in English and write in short paragraphs as a minimum.

Progression

These qualifications prepare learners for further learning at a higher level, should you wish to.

You can progress on to the following:

- Essential Digital Skills Qualification (a nationally recognised qualification)

Learners who do not already have a Level 2 in Maths or English will be given the opportunity to enrol to these too.

Course Fees

Free to all eligible learners – including learners completing these courses for the first time.

If not a British resident for the last 3 years – further criteria applies.

See learner services page for further information.

[Apply now](#) or phone 01942 489758