



Digital literacy - Skills for life

There are three modules in this course; each module will take 10 weeks. The first module will be Digital Information Literacy followed by either Digital Responsibility or Digital Productivity.

Course aims

To develop digital skills that can be used in today's society.

Who is it for?

This course follows on from the Digital Literacy – More Skills or for anyone who is familiar with the internet and computers.

This course is particularly useful for those who wish to practise and gain confidence in a supportive environment.

Which software is used?

Microsoft Office
Microsoft Outlook
Microsoft Internet Explorer

How long is the course?

Each module is a 10 week course
(2 hours for 10 weeks)

Course content

Topic 1 – Digital Information Literacy

- develop skills for finding and evaluating digital information
- realise the importance of accessing a variety of digital sources in order to make sure the information is reliable.
- look at a variety of ways of saving your information so that it can be used at a later date

Topic 2 – Digital Responsibility

This course will develop skills to become a responsible digital user:

- how to be a responsible user of digital technology
- know ways of staying safe online

Topic 3 - Digital Productivity:

This course will develop skills for organising, storing, sharing and protecting data.

- learn why data needs to be protected and the different ways that can be achieved
- create folders and sub folders
- Store files in the relevant folders
- Investigate different ways of sharing digital information
- look at the advantages and disadvantages of these different methods

Is there a certificate?

A certificate is awarded to learners who produce a portfolio of verified work completed whilst on the course.

What next?

Creative digital skills
Microsoft Office skills
ECDL Level 1

Choose a short course in the subject of your choice

All information is correct at time of print but may be subject to change