

Course Outline and Details

Course Code	TL4021Y24	Title:	Digital Skills Daily
Time and duration		Location	
Start Date:	04 October 2024	Grays Area	
Start Time: 10:00	End Time: 12:00	Grays Area	
Start Day:	Friday		
No. of Lessons:	15	Grays	
No. of Weeks:	15	Essex	
Total No. of Hours:	30.00	RM17 5DD	E: tacc@thurrock.gov.uk

Description

Free short course for anybody with no, or basic, digital skills who want to start to use laptops, smart phones, use IT to help their future learning.

What will I learn?

Free short course for anybody with no, or basic, digital skills who wants to start to use laptops, smart phones, use IT to help their future learning.

The course will cover the parts of a computer, logging on to devices, creating and saving documents and how to be safe using the internet.

Entry Requirements

Skills scan required.

What do I need to bring?

Your tutor will let you know at the first session what you will need to provide for the course. We advise you not to purchase anything before your first lesson as we are unable to refund the cost of these in the event of a course is cancelled.

You will need to bring the following to each session:

- Pen, pencil, ruler
- Note paper/pad
- Folder for handouts and notes

What support is available?

You can arrange to see an information, advice, and guidance (IAG) advisor for career guidance and support.

The Discretionary Learning Support Fund (DLSF) can be used to help with travel costs and other expenses, our Learner Experience Team can support you with your application.

If you require any additional support or have any special requirements that you have not already told us about, please inform us as soon as possible by emailing: TACC@thurrock.gov.uk a member of our Learning Support team will contact you to talk about these confidentially.

Please advise your tutor of any medical or health issues that may impact on your learning or your safety whilst attending the college.

What is expected from me?

You are expected to attend all lessons.

If you are unable to attend, you must contact us.

Your tutor will set you homework which you must complete

Key dates

Your course runs during term time only and you will be advised of the course dates, days and times when you enrol.

Additional information

If any part of this course is online; access to a computer or laptop which uses Google Classroom, would be essential. Learners may have the option to loan a Chromebook for the duration of the course, please discuss this with your tutor at the start of your course.

What can I do next?

You will have the opportunity to enrol on other courses at TACC, such as maths and Multiply courses, vocational courses and other digital skills courses.

These courses will help you to develop your career and personal skills. Please discuss these options with your tutor.