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| **Internet & Email for Beginners**  (Courses are offered subject to viable numbers.) | |
| This course is for: | This course is for anyone who wants to learn how to use the Internet and email from the very basics and want to learn how to browse the internet safely. |
| What will I learn: | **Week 1**  Initial assessment, induction and setting of personal targets for what you need to learn.  How to log-in on to computers  Getting started on the web  What is the www?  Understanding web addresses  Finding local information on web sites  **Week 2**  Using Search Engines to find information  Understanding search results  Refining searches for more accurate results  **Week 3**  Basic Internet safety  Understand what a virus is  Using passwords  **Week 4**  How to create an Outlook email account  Logging onto Office 365 – learner account  Send an email to a member of the group  Use spell check on email  **Week 5**  Send a reply email  Print emails  You will have the opportunity to discuss and set your own learning targets with your tutor and discuss the support you might need to ensure you have an enjoyable and meaningful learning experience. |
| Knowledge and skills needed: | **This is a course for complete beginners and no prior subject knowledge or skills are required.** You will need to have English literacy skills to:   * follow verbal and written instructions and work through them at your own pace * listen and join in group discussions * jot down notes to record relevant information * keep your work organised in a file |
| Materials needed: | At enrolment, you will need your NI number and proof of benefits (if applicable). Your tutor will provide most of the learning resources, but you will need to come prepared to the lessons with an A4 pad; pen and folder or file to keep your work organised. It will be an advantage, but not essential, if you have access to the internet at home to extend your learning. |
| How will I learn: | Each session will consist of a dynamic tutor presentation followed by a range of practical activities. There will be plenty of revision and consolidation and learning will build on previous learning.  Your progress will be monitored by informal assessment tasks and you will receive verbal and written feedback from the tutor to help you make good progress. You will collect a non-accredited portfolio of evidence of your progress. |
| Progression routes: | On completion of this course, you can progress to “Email and Internet Know How” course to develop your skills further or to another digital skills course. We offer a range of non-accredited courses to build your confidence, eg: Microsoft Office for Beginners, iPads for Beginners, Windows 10 for Beginners.  We also offer ICT qualifications at Entry Level 3. Ask your tutor for advice and a copy of the progression ladder.  SCLS offers a range of Functional Skills courses from Entry 1 up to Level 2 if you need to brush up your maths and English skills or require a qualification to support you with your career path.  Sefton @ Work will be able to provide independent information, advice and guidance to support you making informed choices for progression into further education, volunteering or employment. |