

## Beginners Digital Skills

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|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Location    | Stretford Campus                                                                                                                                       |
| Course Type | Adult                                                                                                                                                  |
| Department  | Computing                                                                                                                                              |
| Start Date  | Tuesday 10th November 2026                                                                                                                             |
| Duration    | Part-time, 4 Weeks                                                                                                                                     |
| Time        | 10:00:00 - 12:00:00                                                                                                                                    |
| Fee         | £ 0.00<br>You may be eligible for support with your tuition fees - please visit the college website - funding and finance page for further information |
| Course Code | TPQ-CYXZ-1087                                                                                                                                          |

## Course Overview

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This short course is designed for those with little or no experience of using a computer. Sessions are delivered at a comfortable pace within a supportive environment.

## Course Requirements

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No prior knowledge required. Just enthusiasm and a willingness to participate.

## What You Will Learn

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Microsoft Word: Understand the Word window, create and format documents, insert pictures, and print.

Internet Basics: Understand terminology, navigate websites, and search for information.

Online Safety: Explore online risks and learn how to stay safe.

Email Essentials: Learn to send and receive emails, manage your inbox, and use email features effectively.

## Assessment

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Informal ongoing assessment by tutor. No exam or formal assessment.

## Progression

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Progressing Students can apply for the Next Steps Into Digital Skills course.

## Career Options

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Digital skills are useful in all employment sectors.

## Mandatory Units

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There are no mandatory units.

## Contact Details

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For further information please contact T: 0161 886 7070 or E: [info@trafford.ac.uk](mailto:info@trafford.ac.uk)

## Disclaimer

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Although every care has been taken to ensure that the information contained within this document is accurate, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.