



Department
for Work &
Pensions



TABLET COURSE

COURSE SUMMARY:

This is a six-week course that puts you in the driving seat. As a group you will choose from a range of projects giving you the opportunity to practice a whole host of skills with computers and technology.

ENTRY REQUIREMENTS:

- Aged 19 or over
- Can confidently use a computer or have completed the 'Computer Skills for Beginners' course



AWARD:
Unaccredited

WHAT WILL YOU DO ON THIS COURSE?

Your tutor will facilitate and support you as part of a group in selecting a project and producing digital items until you can work confidently on your own or as part of a group. Typical projects include:

- ✓ **Creating** a calendar
- ✓ **Producing** newsletters
- ✓ **Creating photo** slideshows to music
- ✓ **Recording** podcasts
- ✓ **Creating** videos
- ✓ **Taking digital** photographs
- ✓ **Using Skype** and email

Or as a group, pick your own project!

PROGRESSION FROM THIS COURSE:

After completing this course, you may decide to re-enrol and complete other projects or do the same project again to practice your skills. You may also want to enrol on to the 'Moving Ahead' or 'Digital Skills for the Office: Level 1' courses and work towards accreditation at Level 1.



**REALISE
FUTURE=S**

Enhancing people's lives

THE GATEWAY TO LEARNING IN YOUR COMMUNITY