



BEGINNERS COMPUTERS & IT

**Do you live in Staffordshire and are over 19?
We have a FREE* course for you**



09:30-15:30



IN-PERSON



SIX DAYS

Everyday digital communication skills



Use email confidently, send attachments, use messaging apps and navigate online tools to find information and solve problems.

Practical online & IT abilities



Browse safely, create simple Word documents, save and access files, book travel and accommodation online and make secure purchases.

Staying safe & independent online



Recognise scams and cyberbullying, use privacy settings, update passwords and understand how AI is used online.

***Our Adult Community Learning courses are free/fully-funded for those aged 19+ with a Staffordshire postcode who are unemployed and not in education or training.**

