



# Digital Literacy – More Skills

Digital Literacy – More skills covers everything you need to work online in a safe and responsible manner.

## Course aims

- how to keep safe online
- how to stay safe and responsible in a digital world
- how to open and respond to personal messages
- precautions of buying and selling online

## Who is it for?

This course follows on from the Digital Literacy – First Steps and provides further learning in the safe use of the internet.

This course would suit anyone with basic computer skills who wish to learn more about using the internet in a safe and responsible manner.

This course is particularly useful for those who wish to practise and gain confidence in a supportive environment

## Which software is used?

Microsoft Outlook  
Microsoft Internet Explorer  
Microsoft Edge

## How long is the course?

This course is normally 20 hours long (2 hours per week for 10 weeks)

## Course content

- how to protect your personal digital devices
- how to identify genuine emails
- search the internet efficiently and quickly
- how to communicate in a responsible manner
- send and receive emails
- safe use of the internet and explore security issues
- precautions to take when buying and selling online

## Is there a certificate?

A certificate is awarded to learners who produce a portfolio of verified work completed whilst on the course.

## What next?

*Digital Literacy – Skills for life*  
*Using your tablet - introduction*  
*Microsoft Office skills*  
*ECDL Level 1*

*Choose a short course in the subject of your choice*

**All information is correct at time of print but may be subject to change**

