



Digital Skills

This course is designed for people who wish to learn how to:

- catch up with friends on Facebook
- download the latest music
- share photos online
- shop for a bargain on eBay
- access movies on the go
- send their first tweet

COURSE FEATURES:

- Learn about current products and web sites such as Facebook, iTunes and Picasa
- Fully interactive learning program
- Learn at the centre, at home, or a combination of both
- Fully accredited qualification

SYLLABUS INCLUDES:

Module 1 Computer Basics

An introduction to using a computer, including using files and folders and how to edit and print documents.

Module 2 Online Basics

Introduces learners to the internet and the World Wide Web, including using email, safe surfing, parental controls, using search engines, making purchases and making online calls for free using Skype.

Module 3 Social Networking

Provides learners with the skills and know-how to browse and surf the internet safely and protect their privacy. Introduces sites such as Facebook.

Module 4 Digital Media

Shows how to create or 'burn' CDs and DVDs and share digital media online including how to upload photos, sound files and videos, using the web. Also explains common terms such as Blu-ray, HD and DRM.

Module 5 Digital Photography

This unit introduces learners to using a digital camera, simple editing techniques and how to manage and organise their digital photo collections.

Module 6 Digital Music

Shows learners how to use an MP3 player/iPod, how to manage and organise their music on a computer and how to purchase music online from sites such as iTunes.

Module 7 Audio and Video Software

Gives learners the skills and know-how to use a digital video camera and to edit and compile clips using movie editing software. Also how to share video by producing DVDs or publishing on the internet.

COURSE DURATION:

100 Hours

STUDY METHOD:

Either learn at home or attend the centre for training sessions of 2 hours or longer. At the centre, a trained tutor closely supervises the student.

TESTING:

Testing is built into the learning.

The use of multimedia-based training allows students to work at their own pace. Course duration may therefore vary.