



Fife College



**FREE COURSE**

# Essential Digital Skills for Work and Your Life

Be safe, legal and confident online



**FREE  
Chromebook!**



Picture shown is for illustration purpose only.

# If you have some experience of using digital devices and the internet but lack the confidence in basic digital skills, this course is for you!

Maybe you're hoping to re-join the workforce after an extended break or looking to move into a more office-based role. Or maybe you just want to be able to manage more aspects of your life online and connect more easily with friends and family.

This new online course will equip you with the skills required to safely participate in and contribute to the digital world of today and tomorrow.

You will gain:

- Increased digital confidence
- Increased job prospects
- A greater awareness of online security
- Lifestyle and health benefits from being more connected and being able to organise your life online

Thanks to sponsorship from Shell, this course is **FREE** and delivered online over 9 weeks, with 6 hours of tutor-led tuition per week.

What's more you will be given a **FREE** digital device to help you get started. And if you successfully complete the course, you will be awarded a BCS Level 1 Essential Digital Skills for Work qualification and get to keep the device!

Skills you will learn include:

- Getting the most from your devices
- Protecting your device and data from online threats
- Identifying and solving common technical problems
- Comparing and identifying the best online buying options
- Checking the relevance and reliability of sources when searching online
- Learning about folder structures and file information
- Protecting your privacy and data
- Managing and storing information
- Creating and editing documents and digital media
- Developing a healthy relationship with technology

To find out more, call 0344 248 0128  
or visit [fife.ac.uk/learn](https://fife.ac.uk/learn)