



Embracing **D**ifference, **A**chieving **E**xcellence

# BCS Digital Skills - Award

British Computer Society Digital Skills is an accessible computer & internet qualification for absolute beginners.

This course allows the learner to demonstrate basic knowledge of using a computer, the internet, digital media devices and social networking. The course will give you the skills needed to complete simple or everyday tasks with a computer or digital media, with Confidence and increasing employability.

## What does this course cover?

The Digital Skills award comprising of 2 mandatory modules and 2 optional Modules chosen by you:

### Computer Basics (Mandatory)

Understanding the desktop and how to create and print documents

### Online Basic (Mandatory)

Getting online searching online, sending and receiving emails, and understanding security risks

### Social Networking (optional)

Managing personal profiles and groups, posting messages and uploading photos.

### Digital Media (optional)

Understanding file types and sizes, storing files, backing up and sharing data and connecting devices using wireless technology.

## How will I be taught?

Your learning will be both interactive e-learning, with the support of an experienced tutor. The course allows you to learn at a comfortable pace that suits your needs & time!

## Will I get a qualification?

You will achieve a British Computer Society Entry Level 3 Digital Skills Award qualification .

## What can I go onto after this course / qualification?

A Level 1 computer course such as ECDL Flexible\Essentials or used to towards other ITQ qualifications.

**107/109 Lewisham High Street  
Lewisham  
London  
SE13 6AZ**  
**Tel: (020) 8297 9876  
Fax: (020) 8297 0690  
E-mail: info@pda-training.co.uk  
Web: www.pda-training.co.uk**

### Digital Music (optional)

Purchasing music online and managing/organising digital music collections

### Digital Photography (optional)

Taking photos , organising photo collections and carrying out simple editing.

### Audio and Video Software (optional)

Capturing, playing back, transferring and sharing audio\video and basic editing.



**Course Cost: £135.00**  
Course costs include tutor support, materials and awarding body registration



Our courses are supported by our friendly staff & are designed to improve your skills & prepare you for education or employment.

**CONTACT US AND ENROL TODAY!**

