

Adult Skills & Family Learning in Lincolnshire  
Course Overview

## Digital Age

Our programme contains helpful tools, tips and resources that are designed in collaboration with several employers from key industry sectors. Our resources reflect the current and future employment and skills landscape. The programme not only aims to help recognise the digital skills that people have now but how these can be improved and adapted so that they stand out from the competition and increase their long-term employability. Our Digital Age programme focusses on careers in digital, workplace productivity and digital citizenship.

### Course learning outcomes:

At the end of the course learners will be able to:

1. 1.1 **Identify** online search facilities used to find information  
1.2 **Explain** how search engines work  
1.3 **Demonstrate** advanced search techniques to find information
2. 2.1 **Create** and **edit** documents  
2.2 **Demonstrate** using applications to enter, edit, format, layout information for an employer
3. 3.1 **Demonstrate** using email to compose, send, receive and respond to others  
3.2 **Explain** the benefits and disadvantages of using email.  
3.3 **Demonstrate** using attachments appropriately and efficiently.  
3.4 **Communicate** using appropriate style, tone and language when communicating by email.  
3.5 **Explain** how to identify fraudulent links in emails.
4. 4.1 **Identify** the impact social media can have on future employment prospects of self and others.  
4.2 **Describe** key characteristics that make up a professional online identity  
4.3 **Explain** the need to have separate identities for their personal life and professional/work life.  
4.4 **Identify** how to promote trust with online identities.  
4.5 **Identify** the benefits of using online professional networks.  
4.6 **Create** an appropriate professional social media profile using social media tools.

### Duration: 14 Learning Hours