

Find out more about each of our course areas by clicking the links below.

Digital Skills for Beginners

Digital Skills - Next Steps (optional Entry 3 Award)

Digital Skills for Work: (optional Level 1 Award)

Digital Drop-in

Computers and Personal Development for Adults with Learning Difficulties and Disabilities

Digital Skills Workshop

Digital Skills for Beginners

Activity Title	Digital Skills for Beginners
Who is this course for?	Adults who want to learn some basic computer skills. The aim of the course is to learn to use a computer or your own device to connect to the internet safely and securely and to carry out some simple computing tasks.
Entry requirements (info for learners)	If you have no computer skills this is the right course for you. You must be able to speak, read, and write English fairly confidently to attend.
What will I learn on this course?	You will learn to use a mouse and keyboard and how to use computers, email and the Internet for everyday situations like comparing prices or completing online applications.
How will I learn?	Classes are twice a week for 12-14 weeks. There is a mixture of group work and individual work on the PC. You will be taught by a tutor who will encourage you to learn independently and to share your skills with other learners.
What qualifications will I gain?	You will receive a Manchester Adult Education Service certificate. There is no exam or qualification.
What could this course lead to?	Another ICT course, or another type of course in MAES or with another provider. This course will help you to use a computer to apply for a job.
Can I join anytime?	The course runs at least 3 times a year in main centres. You can join after a course has started if there is space.

Digital Skills - Next Steps (optional Entry 3 Award)

Activity Title	Digital Skills - Next Steps (optional Entry 3 Award)
Who is this course for?	Adults with some computer skills who want to build them up. You can gain a basic computer qualification. The aim of the course is to learn to use a computer or your own device to communicate online via the internet and email, and to be able to present clear and accurate information in an appropriate format.
Entry requirements (info for learners)	To do this course you should already have basic Internet and word processing skills. You must be able to speak, read, and write English fairly confidently to attend.
What will I learn on this course?	You will work on real life tasks using a variety of computer applications such as the Internet, word processing and presentations. You will learn how to communicate information in different ways; how to use email for home and work use; how to download, copy and paste information and images.
How will I learn?	Classes are twice a week for 12-14 weeks. There is a mixture of group work and individual work on the PC. You will be taught by a tutor who will encourage you to learn independently and to share your skills with other learners.
What qualifications will I gain?	An Entry 3 OCR Award in Functional ICT is optional. If you choose not to enter for the award, you will receive a Manchester Adult Education Service certificate which can show the skills you have learned.
What could this course lead to?	Another ICT course, or another type of course, in MAES or with another provider. This course will help you to use a computer in a job and to use the internet for everyday tasks.
Can I join anytime?	The course runs at least 3 times a year in main centres. You can join after a course has started if there is space.

Digital Skills for Work

(optional Level 1 Award)

Activity Title	Digital Skills for Work: (optional Level 1 Award)
Who is this course for?	Adults with computer skills who would like to gain a computer qualification at Level 1. The aim of this course is to learn to communicate, interact, collaborate and share using selected computer applications to find, manage and store information.
Entry requirements (info for learners)	To do this course you should already have good IT skills and/or an Entry 3 ICT qualification. You must be able to speak, read and write English with confidence (Level 1).
What will I learn on this course?	You will develop skills and knowledge of a range of computer programs used in the workplace including: <ul style="list-style-type: none"> - Word processing - Spreadsheets - Presentations
How will I learn?	Classes are twice a week for 12-14 weeks plus one independent study session a week. There is a mixture of group work and individual work on the PC. You will be taught by a tutor who will encourage you to learn independently and to share your skills with other learners.
What qualifications will I gain?	A BCS Level 1 ECDL Award in IT User Skills or unit certificates. This qualification is recognised by employers. If you choose not to enter for the award, you will receive a Manchester Adult Education Certificate which can show the skills you have learned.
What could this course lead to?	A Level 2 ICT course, or further study in MAES or with another provider. The qualification you get on this course will help you to get a job, and the skills covered will be useful in offices and other workplaces.
Can I join anytime?	The course runs at least 3 times a year in main centres. You can join after a course has started if there is space and you already have some of the skills needed to complete the course.

Digital Drop-in

Activity Title	Digital Drop-in
Who is this course for?	A drop-in workshop for adults to learn how to use a range of digital devices. If you want some help with ICT, but are not sure which course is right for you, you can drop in, talk to a tutor, get some help and find out more about our ICT courses. The workshops are suitable for beginners or those who want some help improving their skills.
Entry requirements (info for learners)	You do not need to have any computer skills to attend this workshop but you must be able to speak, read, and write English fairly confidently.
What will I learn on this course?	You can get help with ICT, your tablet or smartphone. You will be able to talk to a tutor about the ICT skills that you want to develop.
How will I learn?	Drop-in workshops run once a week. There will be a tutor who will discuss your needs with you and what you want to learn. Computers and other devices will be available but we also encourage you to bring your own devices to learn on.
What qualifications will I gain?	You will receive a Manchester Adult Education Service certificate. There is no exam or qualification.
What could this course lead to?	Another ICT course, or another type of course, in MAES or with another provider.
Can I join anytime?	Yes. Come along to the Digital drop-In any time.

Computers and Personal Development for Adults with Learning Difficulties and Disabilities

Activity Title	Computers and Personal Development for Adults with Learning Difficulties and Disabilities
Who is this course for?	Adults with learning difficulties & disabilities who want to learn or extend computer skills and develop personal skills & confidence.
Entry requirements (info for learners)	You do not need any computer skills to join this course. You must be able to understand and follow spoken instructions. You will be interviewed by a tutor to assess your learning and support needs before joining a class.
What will I learn on this course?	You will learn how to use a computer. At the same time you will improve your communication skills and confidence.
How will I learn?	Classes run once a week and the course length varies from 12 - 14 weeks. There is a mixture of group work and individual work on the PC. You will be taught by a tutor who will encourage you to learn independently and share your skills with other learners.
What qualifications will I gain?	You will receive a Manchester Adult Education Service certificate. There is no exam or qualification.
What could this course lead to?	Another ICT course, or another type of course, in MAES or with another provider.
Can I join anytime?	The course runs at least 3 times a year in main centres. You can join after a course has started if there is space and you already have some of the skills needed to complete the course.

Digital Skills Workshop

Activity Title	Digital Skills Workshop
Who is this course for?	A drop-in workshop for adults to learn how to use a range of digital devices. Suitable for those who want some help improving their skills, with a range of resources and learning materials to meet your needs. A tutor will assess your skills and help you to work towards your personal goals.
Entry requirements (info for learners)	You do not need to have any computer skills to attend this workshop but you must be able to speak, read, and write English fairly confidently.
What will I learn on this course?	You will learn how to use computers and digital devices in your everyday life. You can learn how to get online, send emails, shop, pay bills, book tickets, use Facebook and Twitter, store your photos and stay safe online. You can also work on developing skills you need in the workplace.
How will I learn?	Drop-in workshops run once a week. There will be a tutor and volunteer at the workshop to teach you. They will discuss your needs with you and what you want to learn. Computers and other devices will be available but we also encourage you to bring your own devices to learn on.
What qualifications will I gain?	You will receive a Manchester Adult Education Service certificate. There is no exam or qualification necessary. You will have the option to take an Entry 3 OCR Award in Functional ICT or BCS Level 1 ECDL Award in IT User Skills or unit certificates, if your skills are at the right level.
What could this course lead to?	Another ICT course, or another type of course, in MAES or with another provider.
Can I join anytime?	Yes