Essential Digital Skills - CO002

Are you looking to build your confidence in using digital technology?

Our Introduction to Digital Skills course is designed for young people who want to develop essential IT skills for everyday use and future studies. This course will help you become proficient in using digital tools and prepare you for further education or career opportunities in the digital world.

COURSE DETAILS

Throughout this course, you will explore a variety of digital skills through both theoretical and practical learning. Key areas of study include:

- Basic Computer Skills: Learn how to use a computer, including operating systems and file management.
- Internet and Email: Understand how to browse the internet safely and use email for communication.
- Word Processing: Develop skills in creating, editing, and formatting documents using word processing software.
- Spreadsheets: Gain basic proficiency in using spreadsheet software to organize and present data.
- Presentations: Learn how to create simple presentations using presentation software.

ENTRY GUIDELINES

Basic literacy and numeracy skills.

A keen interest in digital and computing technologies.

ASSESSMENT METHOD

Your progress will be assessed through a combination of practical tasks, written assignments, and online tests.

You will compile a portfolio of evidence to demonstrate your competence.

ADDITIONAL INFORMATION

This course includes opportunities for hands-on experience with digital technologies, providing you with practical skills that are highly valued in today's job market.

You will also have access to our state-of-the-art computer labs and resources.

WHERE CAN I PROGRESS TO?

Certificate in Digital and IT Skills

WHEN DOES THIS COURSE RUN?

CAMPUS	STARTS	ATTENDANCE	COURSE CODE	PLANNED TIME TABLE
	18th Sep 2025	Part Time	CO002-25	

If you are aged 19 or over:

Fee : £300.00

The fee quoted is for the academic year 25/26.

For advice and guidance, please contact Student Services via our online enquiry form

This information was current on 27th August, 2025 and may be subject to change.