



Essential Digital Skills - C135

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.

TIMETABLE INFO

Thursday 09:00-15:45

ENTRY GUIDELINES

You must be 19 or over to study on this course.

You do not need to have any formal qualifications in this subject.

You must complete a satisfactory interview and show that you have a keen interest in digital and computing technologies.

If English is not your first language, you may need an assessment before enrolling on this course. To discuss further, please contact the ESOL department on 0151 551 7144.

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
	15th Sep 2025	Part Time	C135R001	
If you are aged 19 or over:				

CAMPUS	STARTS	ATTENDANCE	COURSE CODE	PLANNED TIME TABLE
	12th Jan 2026	Part Time	C135R002	

CAMPUS	STARTS	ATTENDANCE	COURSE CODE	PLANNED TIME TABLE
If you are aged 19 or over:				

For advice and guidance, please contact Student Services via our [online enquiry form](#)

This information was current on 03rd July, 2025 and may be subject to change.