



## Course details

### Course title

Digital Skills

### Course code

Q00021830

### Course date

Start: 14/07/25

End: 14/07/25

### Number of classes

1 sessions

### Timetable

Mon 14th Jul, 16:00 to 18:00

### Tutor

Abbie Cairns

### How you'll learn

You'll join a small group of fellow learners for classes online in video meetings and materials will be provided in our virtual learning environment.

Got it!

Online

### Venue

Online

### Level of study

Beginners

## Course overview

This course equips learners with fundamental digital skills to support their education and lifelong learning. Designed for learners at all stages of their digital journey, it builds confidence in using technology for research, communication, and organisation. Key topics may include: • how to navigate devices: using computers, tablets, and smartphones for learning • online research: using search engines effectively and assessing reliable sources • digital communication: setting up and managing email, using educational platforms, and engaging in online discussions • document creation: writing, saving, and sharing documents using word processing tools • online safety: protecting personal information, recognising scams, and practicing responsible digital behaviour • accessing online learning resources: using e-books, videos, and virtual classrooms Through guided practice, where appropriate, and real-life learning tasks, participants will develop and demonstrate their digital confidence and independence. By the end of the course, learners will be able to effectively use technology to enhance their education and continue their personal development.

## Course description

This short session focuses on the learner's development of a key digital skill. The course will evidence confidence to use one, or more, digital tool in a learning environment. The learner will have the option of demonstrating competence in, for example, navigating a website, sending an email, or using an online learning platform, for example, Canvas.

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