



Course details

Course title

Digital Skills for Life and Work

Course code

Q00027629

Course date

Start: 10/11/26

End: 12/01/27

Number of classes

8 sessions

Timetable

Tue 10th Nov, 9:30 to 12:30

Tue 17th Nov, 9:30 to 12:30

Tue 24th Nov, 9:30 to 12:30

Tue 1st Dec, 9:30 to 12:30

Tue 8th Dec, 9:30 to 12:30

Tue 15th Dec, 9:30 to 12:30

Tue 5th Jan, 9:30 to 12:30

Tue 12th Jan, 9:30 to 12:30

Tutor

Tracey Sweetman

Fee range

Funding available - £192.00

How you'll learn

You'll join a small group of fellow learners for classes at the venue indicated. Some materials may be provided in our virtual learning environment.

Got it!

In venue

Venue

Clovelly Centre (Southampton)
60-68 Clovelly Road
Southampton
SO14 0AU

Level of study

E

Course overview

This course is funded by the Department for Education and only open to residents living in non devolved authorities. This practical course helps you build essential digital skills for everyday life and work. You will gain confidence in using laptops and other digital devices, keeping devices updated, and applying basic security settings. You will also learn to create and manage documents using Word, access Microsoft 365, download apps safely and set up and use email effectively. The course also covers browsers, websites, and online safety, including recognising scams and protecting passwords. Finally, you will explore secure online transactions and payment methods, ensuring you can navigate the digital world safely and independently.

Course description

Do you want to feel more confident using technology? This course will help you learn the essential digital skills you need for everyday life and work. You will develop practical digital skills and gain confidence in using digital devices, managing settings and applying essential security measures such as password protection and software updates.

The course introduces key applications including Microsoft Word, enabling you to create, format, and save documents. Learners will also explore how to download apps safely, set up and use email accounts effectively.

Further topics include understanding browsers, websites, basic internet terminology, alongside essential online safety practices such as creating strong passwords, recognising scams and identifying secure websites. You will also focus on digital transactions, covering online payment methods and account security to ensure learners can carry out simple transactions confidently and safely.

This course is ideal for anyone seeking to improve their digital confidence for personal use or employment. No prior experience is required, just a willingness to learn in a supportive, hands-on environment.

What financial support is available?

We don't want anything to stand in your way when it comes to bringing Adult learning within reach so if you need anything to support you to achieve your goals then speak to one of our education experts during your enrolment journey. Most of our courses are government funded but if you don't qualify or need alternative financial help to access them then let us know.

What other support is available?

All of our digital content, teaching and learning activities and assessments are designed to be accessible so if you need any additional support you can discuss this with the education experts during your enrolment journey and we will do all we can to make sure you have optimal access.

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