Leicester College

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Practical Digital Skills for everyday life and work

Course Overview

This non-accredited course is delivered at City Skills Centre and takes place each Wednesday from 9:30am to 12pm for 8 weeks, starting on 18 November and finishing on 27 January 2027.

 This tutor-led course is ideal for adults who have completed an Introduction to Computing courses or already have some basic computer skills and would like to further develop their knowledge and confidence.

 Through practical, hands-on activities, you will build on your existing skills and learn how to use digital technology more effectively for work, learning and everyday life.

What you will learn

During this course you will learn:

 To use accessibility tools
 Navigate the internet safely and securely
 Create, share and respond to Microsoft Forms
 Send and respond to emails appropriately
 Use spell check, grammar check and proofreading techniques to improve written communication
 Create and maintain an online glossary of digital and technical terminology
 Understand the basics of Artificial Intelligence (AI)
 Use Microsoft Teams to communicate
 Follow safe digital habits when using online services and sharing or storing your personal information
 Gain confidence when using digital technology.

Entry Requirements

This course is designed as a next level improvers' course and is suitable for those that have completed the Introduction to Computing beginners' or improvers course or already have some skills and knowledge of using a computer.

 You must be aged 19 or over and be able to complete a short workbook each week with support from your tutor.

Course Fees

The cost of the course is £80.00. However, you will not be required to pay a fee if you are in receipt of one of the following benefits:

 - Universal Credit
 - Job Seekers Allowance (JSA)
 - Employment Support Allowance (ESA - Employment and Support Allowance Work Related Action Group)

 There will be no fees if your annual income is less than £26,800.

Course Progession

You can only complete this course once.

 On completion of this course, you may progress onto our Entry 3 Digital Functional Skills Course or one of our other Adult Engagement and Progression courses.

 Your tutor will discuss the various progression routes available to you and provide advice on your next steps. You can also access support from the College Careers Team to help with your progression.

What Happens Next

Apply online via the College website. You will be contacted to attend an interview if required or sent a conditional offer according to the course's entry requirements. You will then be invited to enrol for your chosen course.

Course Details

Course Code P01116

Start Date 18/11/2026

Study Hours Part Time

Duration 8 weeks

Campus City Skills Centre

Level Other

Apply Here