General Enquiries
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Next Steps Into Digital Skills

Location	Stockport College
Course Type	Adult
Department	Computing
Start Date	Friday 5th June 2026
Duration	Part-time, 3 Weeks
Time	12:45 - 14:45
Fee	£ 36.00 You may be eligible for support with your tuition fees - please visit the college website - funding and finance page for further information
Course Code	SPQ-CYXZ-1069

Course Overview

This short hands-on course provides an excellent foundation in digital skills. The course is designed for people who already have some basic skills and those looking to build confidence in using technology.

Course Requirements

You do need some very basic IT skills to do this course, such as the ability to use a keyboard and mouse, and some very basic word processing skills. Before the course starts you will be invited into the college to have a chat about your current IT skills, so we can make sure you are enrolling onto the right course for you.

What You Will Learn

The course begins with an introduction and overview. Participants will explore the key components of a computer, including hardware and software, and get familiar with the Windows operating system.

You will explore the Word interface, creating and formatting documents, as well as learning how to save, print, and manage files effectively.

You will also spreadsheets, focusing on Microsoft Excel. Participants will create and navigate spreadsheets, enter and manipulate data, and use simple formulas. You will also discover how Excel can be a valuable tool for both personal and professional use.

The internet module introduces key online concepts and terminology, helping participants understand web navigation, search engines, and digital safety. You will learn internet terminology, explore websites, and gain vital knowledge about staying safe while browsing online.

In the email section, you will practice logging into an email account, navigating the interface, composing and sending emails, and replying with attachments-all essential skills for modern communication.

Finally, the course wraps up with guidance on next steps, and a well-earned certificate of achievement, recognising newly developed digital skills.

Assessment

This is a non-accredited course so there is no exam. Students will be assessed informally during the course and will be given feedback on how to improve.

Progression

Students can progress onto a digital skills course at a higher level within the college (such as Bitesize Digital Skills or E3 Essential Digital Skills)

Career Options

The skills learnt on this course are relevant for most jobs.

Mandatory Units

There are no mandatory units.

Contact Details

For further information please contact T: 0161 886 7070 or E: info@trafford.ac.uk

Disclaimer

Although every care has been taken to ensure that the information contained within this document is accurate, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.