



INTRODUCTION TO DIGITAL SKILLS

This course is designed to help participants improve their digital skills and confidence in commonly used digital processes. It will equip learners with the knowledge required to navigate the modern digital world efficiently, whether for work, personal use, or further education.

DATE

9 June 2025

TIME

13.00 - 17.00

LOCATION

Crawley College

COST

£40

COURSE CONTENT

1 Using devices and handling information:

Learn to navigate computers, tablets, and smartphones effectively. Understand file management, storage solutions, and secure document handling.

2 Creating and editing:

Gain hands-on experience with word processing, spreadsheets, and presentations. Learn how to format, edit, and enhance documents.

3 Communicating online:

Understand the essentials of professional and personal communication through emails, messaging apps, and video conferencing tools. Learn best practices for digital etiquette and security.

4 Transacting online:

Discover how to conduct safe online transactions, including shopping, banking, and making payments. Gain awareness of common scams and fraud prevention strategies.

5 Being safe and responsible online:

Learn about cybersecurity risks, data privacy, and methods for protecting personal information.

WHO CAN JOIN?

This course is suitable for anyone looking to improve their basic computer skills, whether for personal use, career advancement, or education.

NEXT STEPS

Participants will receive a college certificate and can progress onto a formal digital skills qualification.

Please note: All courses are subject to demand and tutor availability. Course fees and details are accurate for the current academic year.



TO ENQUIRE OR TO BOOK, PLEASE SCAN THE QR CODE AND FILL IN THE BOOKING FORM.

crawley.ac.uk/discounted-courses