



## Certificate in Digital and IT Skills - CO202

Are you eager to enhance your digital and IT skills for personal or professional growth? Our Level Certificate in Digital and IT Skills is designed to provide you with the essential skills and knowledge needed to navigate the digital world confidently. This course is perfect for people who want to improve their IT proficiency and prepare for career opportunities in the tech industry.

### COURSE DETAILS

Throughout this course, you will explore a variety of digital and IT skills through both theoretical and practical learning. Key areas of study include:

- IT User Fundamentals: Learn the basics of using computers and digital devices effectively.
- Word Processing: Develop skills in creating, editing, and formatting documents using word processing software.
- Spreadsheets: Gain proficiency in using spreadsheet software to organize, analyze, and present data.
- Presentations: Learn how to create engaging presentations using presentation software.
- Internet and Email: Understand how to use the internet and email safely and effectively for communication and research.
- Digital Communication: Explore various digital communication tools and platforms.

### ENTRY GUIDELINES

To enroll in this course, you should meet the following criteria:

- Basic literacy and numeracy skills.
- A keen interest in digital and IT skills.

## ASSESSMENT METHOD

Your progress will be assessed through a combination of practical tasks, written assignments, and online tests. You will compile a portfolio of evidence to demonstrate your competence.

## ADDITIONAL INFORMATION

This course includes opportunities for hands-on experience with digital technologies, providing you with practical skills that are highly valued in today's job market. You will also have access to our state-of-the-art computer labs and resources.

## WHEN DOES THIS COURSE RUN?

CAMPUS	STARTS	ATTENDANCE	COURSE CODE	PLANNED TIME TABLE
	29th Sep 2025	Part Time	CO202-25	
<p><b>If you are aged 19 or over:</b></p> <p>Fee : £811.00</p> <p><i>The fee quoted is for the academic year 25/26.</i></p>				

For advice and guidance, please contact Student Services via our [online enquiry form](#)

This information was current on 31st July, 2025 and may be subject to change.