Digital Skills Workshop Fast Track

Course Name	Start Date	End Date	Site	Total Fees
Digital Skills Workshop Fast Track	10/09/2026	25/09/2026	Swans Cfi	0.00
Digital Skills Workshop Fast Track	22/10/2026	06/11/2026	Swans Cfi	0.00
Digital Skills Workshop Fast Track	12/11/2026	27/11/2026	Swans Cfi	0.00
Digital Skills Workshop Fast Track	03/12/2026	18/12/2026	Swans Cfi	0.00
Digital Skills Workshop Fast Track	07/01/2027	22/01/2027	Swans Cfi	0.00
Digital Skills Workshop Fast Track	28/01/2027	12/02/2027	Swans Cfi	0.00
Digital Skills Workshop Fast Track	25/02/2027	12/03/2027	Swans Cfi	0.00
Digital Skills Workshop Fast Track	18/03/2027	09/04/2027	Swans Cfi	0.00
Digital Skills Workshop Fast Track	15/04/2027	30/04/2027	Swans Cfi	0.00
Digital Skills Workshop Fast Track	13/05/2027	28/05/2027	Swans Cfi	0.00
Digital Skills Workshop Fast Track	10/06/2027	25/06/2027	Swans Cfi	0.00
Digital Skills Workshop Fast Track	01/07/2027	16/07/2027	Swans Cfi	0.00

Who Is This Course For?

This course is suitable for complete beginners, or for anyone with a basic working knowledge of Microsoft Windows, Word, Excel, PowerPoint and the internet. A minimum of Entry Level 3 English skills is needed so you can understand the course content.

What Can I Learn On This Course?

Following an initial assessment to find your starting point, you will either start at Entry Level 1-2 or Entry Level 3-Level 1.

How Is This Course Delivered?

This course is delivered in a classroom environment with access to PCs using Windows 11 and Office 2019. As the fast-track option, classes take place over two full days per week, 9:30am – 3:30pm. The course can be completed in 3-9 weeks depending on your starting point and personal learning objectives.

What Will I Need To Bring With Me?

You may wish to bring a pen and notepad to take notes, but you are not required to bring your own computer equipment. You may also wish to provide your own lunch and refreshments as on-site catering services are not available at all venues at all times.

What Skills Or Experience Do I Need?

No prior qualifications or experience are needed, but you should have a minimum of Entry Level 3 English skills so you can understand the course content.

How Will My Work Be Assessed?

There are no exams on this course, but you will create a portfolio of the work completed during your normal class time. There will be plenty of individual support offered throughout the course to help you build on your skills.

What Can I Do After The Course?

We have a range of digital skills and similar courses available. You may wish to:
Enrol on a Level 2 Microbytes course, to hone your technical skills in presentations, spreadsheets or word processing

Enrol on a Level 2 online course such as Business Admin

Ask your tutor about our Digital Outreach course for support using digital devices

Study Cyber Security or Coding on a level 2 online course

Your tutor will be happy to discuss your options with you.