

# Digital Skills: Study Basics

## Course overview

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The world has changed and so has learning. You may find taught classes now take place online and work is handed in through a digital means, rather than on paper.

This course will give you some basic help with preparing your assignments and organising your files.

## What will I study?

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You will learn the most important things you might need to help you with your course. This may include the basics of using Word files for assignments, simple presentations and saving those files.

## Assessment method

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During the course, your tutor will set tasks and assignments to help you to learn and progress.

## Entry requirements

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You should be taking another course, such as a vocational subject in order to benefit from this course.

## What should I bring with me?

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You will need to take notes so bring along your preferred tools such as pen/paper or electronic device. We have computers for you to use in classrooms, although you are also welcome to bring your own device. There are currently no printing facilities at the college.

## Key information

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Where possible this course will take place on site with social distancing measures in place. In the event of a lockdown, this course will need to be postponed.

## Possible next steps

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Following the successful completion of this course, you should be able to attend any online course suited to your needs.

## Contact us

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Our friendly staff can give you further advice and support.



email: [adultcollegeenquiries@lbbd.gov.uk](mailto:adultcollegeenquiries@lbbd.gov.uk)

call: 020 8270 4722

