

# Digital Skills: Level 2

## Course Overview

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We use technology to work, learn and communicate. Having digital skills has become an essential part of many job roles and can lead to exciting opportunities

This qualification will demonstrate your competence in the use of digital skills in or away from the workplace or in preparation for work or studies. It will prepare you for work in any environment where the main digital skills application packages are used.

This qualification is designed specifically for if you wish to build on your experience and knowledge and improve your understanding of computer applications.

## What will I Study?

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You will work with your tutor to complete the units most appropriate to gain useful work skills and achieve an award. This is likely to include:

- file management
- Word processing
- Excel spreadsheets
- PowerPoint Presentations

## Assessment Method

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The qualification is assessed by assignment per unit which last for 2.5 hours and may take place outside your class times.

All units are assessed via assignments which are individually graded. An overall grade for the qualification is awarded.

All unit assessments are marked and graded by your tutors.

## Entry requirements

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You should have successfully completed the Introduction to Digital Skills or the level 1 and be working at a minimum of entry 3 in maths and level 1 in English. Please ensure that your enrolment form is signed by your tutor prior to submitting it to the enrolment team.

## What should I bring with me?

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You will need to take notes so bring along your preferred tools such as a pen and paper or an electronic device.

We have computers for you to use in classrooms and in our Student Services Lounge. There are currently no printing facilities at the college.

## Key information

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Code	Date	Time	Location	Full Price	Concession Price
1120	<b>Autumn Term 2020</b> Tuesday 3 November 2020 to Tuesday 8 December 2020 <b>Spring Term 2021</b> Tuesday 5 January 2021 to Tuesday 30 March 2021 <b>Summer Term 2021</b> Tuesday 20 April 2021 to Tuesday 11 May 2021	6.30pm to 9pm	Online	£238.00	Free
1121	<b>Spring Term 2021</b> Friday 12 March 2021 to Friday 26 March 2021 <b>Summer Term 2021</b> Friday 23 April 2021 to Friday 9 July 2021	10am to 2.30pm	Barking	£238.00	Free

## Possible next steps

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You will be supported to enrol on to the most suitable level course for you following the successful completion of this course

## 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