

Digital Skills: Access to Level 2

Course overview

Digital Skills is vital in just about every industry you can think of, from retail to sport and from music to banking. That's why understanding technology is so important.

This is the start of the Level 2 course, which is designed to build on your experience and knowledge and improve your understanding of computer applications.

What will I study?

You will work towards the full qualification, which is likely to include the following:

- Excel Spreadsheets
- Powerpoint Presentations

Assessment method

During the course, your tutor will set tasks and assignments to help you to learn and progress. You will then continue to main qualification.

Entry requirements

You should have successfully completed the Digital Skills Introduction or a Level 1 Digital Skills course and be working at a minimum of Entry 3 in Math's and Level 1 in English. Please ensure that your enrolment form is signed by your tutor, or you have tutor agreement, prior to submitting to the enrolment team.

What should I bring with me?

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 laptop. There are currently no printing facilities at the college.

Key information

Classes are designed to be in a college building but may involve a combination of online and classroom-based activities. If there is a lockdown classes will be moved online. All learning will be via interactive meetings and chat, and work will be via posted assignments using MS Teams. You will need the appropriate device (PC, laptop or tablet) to be able to complete this work.

Possible next steps

Following the successful completion of this course, you may wish to continue to Level 2.

Contact us

Our friendly staff can give you further advice and support.



email: adultcollegeenquiries@lbbd.gov.uk

call: 020 8270 4722

