Digital Skills: Level 2

The Adult College Barking & Dagenham

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 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?

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 the following:

- File Management
- Word Processing
- Excel Spreadsheets
- Powerpoint Presentations

Assessment Method

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

You should have successfully completed the Digital Skills Introduction or Digital Skills Level 1 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 that you have tutor agreement, prior to submitting to the enrolment team.

What to bring to first session

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 and in our Student Services Lounge. There are currently no printing facilities at the college.

Key information

You will need the use of the full Microsoft package (including Word, Excel and Powerpoint) for this course. This will be available in our classrooms but, for online courses, you must make sure you have access to this in order to complete your assignments.

If you have enrolled on an online course, your course will be delivered via MS Teams software. Classes will take place via interactive meetings and chat, and work will be via posted assignments. You will need the appropriate device (PC, laptop or tablet with Microsoft) to be able to complete this work.

For classroom based courses, sessions will take place on site with social distancing measures in place, where possible. In the event of a lockdown, the course will take place online via MS Teams.

Possible next steps

Following the successful completition of this course, you will be supported to enrol on to the most suitable level course for you.

Contact us

Our friendly staff can give you further advice and support.

email: adultcollegeenquiries@lbbd.gov.uk   call: 020 8270 4722