

SEND courses coded B Digital Skills Beginners

Course overview

Using a computer for the first time can be scary and there is so much to learn! Pathway B is the route into getting started with the basics, so that you can feel more confident to work independently.

What will I study?

You will look at some of the basic uses of computers, such as -

- Creating simple documents
- Changing fonts, styles and colours
- Using the internet
- Researching for information

Assessment method

Your tutor will give you verbal feedback throughout the course. You will also take part in Q&A sessions and discussion to confirm your understanding. There will be classroom activities and role play and you will receive verbal and written feedback.

Entry requirements

You should have been assessed by the tutor to be placed onto this course, or you may have completed pathway A in Digital Skills. You should also be able to

- Use a mouse and keyboard
- Identify numbers between 0-9
- Identify the letters of the alphabet
- Follow instructions

What should I bring with me?

You should bring a pen and notepad

Key information

Where possible this course will take place on site with social distancing measures in place. In the event of a lockdown, the course may need to take place online via MS Teams.

Possible next steps

Following the successful completion of this course, you will be supported to enrol on to the most suitable level course for you. This may be the next level, which is pathway C – starting towards an Entry 3 qualification.

Contact us

Our friendly staff can give you further advice and



support.



email: adultcollegeenquiries@lbbd.gov.uk

call: 020 8270 4722