

LD: Digital Skills For Work

Course overview

This course is for learners who wish to be able to use computers for study, work or volunteering. Classes will help you improve your computer skills for the workplace or for your personal life and prepare you to work towards a Digital Skills qualification if you wish to progress to one. You can learn about different Office programmes at your own pace in a friendly group.

What will I study?

You will start to explore the essential digital skills for life and work at beginners level, so that you will be prepared for the full qualification. This includes the following:

- Being safe and legal online
- Using files and folders
- Creating documents posters and presentations based on instructions given
- Using information from one programme in a different programme
- Using word, Powerpoint, and Outlook
- Some learners may also use Excel,

Assessment method

You will receive ongoing feedback from your tutor. Your progress will be assessed by tasks which are individually reviewed and may take place both within and outside your class times.

Entry requirements

You may have successfully completed the LD Digital Skills Beginners course, or an assessment course placing you at this level. Please ensure that your enrolment is by tutor agreement.

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

Key information

Where possible this course will take place on site. It is helpful to have access to a computer at home to enable you to practice.

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 including progression to an entry level 3 EDSQ qualification.

Contact us

Our friendly staff can give you further advice and support.



email: adultcollegeenquiries@lbbd.gov.uk



call: 020 8270 4722