New Directions College
Course Information 2023-24

COURSE:	Digital Skills
LEVEL:	L2
MODE OF DELIVERY:	Classroom
DURATION:	8 weeks
ACCREDITED/NON-ACCREDITED:	Accredited
ENTRY REQUIREMENT:	Initial assessment or progression from EDS L1
PROGRESSION:	Employment or further training

COURSE DESCRIPTION:

This programme is designed for individuals who want to develop and extend their digital skills to prepare for employment, or to better themselves in their current job roles.

The qualification is also designed for job roles in other industries where specific digital skills are required. The programme relates directly to the skills, knowledge and behaviors expected by employers.

TOPICS COVERED:	METHOD OF ASSESSMENT:	KEY DATES:
presentation software word processing software elements of Excel software	Portfolio	
SKILLS TO BE GAINED:	**KNOWLEDGE TO BE GAINED:**	**PERSONAL DEVELOPMENT OPPORTUNITIES:**
Effective use of Powerpoint presentation Communication Skills Presetation skills Effective use of Word Documents for work	develops learners' understanding of presentation software and how to create effective presentations for different purposes and audiences. They will also learn about inclusive design and how to apply techniques to ensure presentations are accessible.	Confidence in using digital skills Abiltiy to use digital skills in everyday life for work, socially, keeping in touch with family and friends, online banking or book doctor's appointments

REQUIRED LEARNING MATERIALS:	SUGGESTED READING:	ADDITIONAL INFORMATION: