



Department
for Work &
Pensions



DIGITAL SKILLS FOR THE OFFICE: LEVEL 1

COURSE SUMMARY:

This course is aimed at those that have good keyboard, mouse and basic computer skills. It is also suitable for those that have progressed through the Computer Skills for Beginners package - including Starting Out, Get Going and/or Moving Ahead – and wish to develop their knowledge in a range of software applications, including Microsoft Word, Excel and PowerPoint.

ENTRY REQUIREMENTS:

- Have basic computer skills
- Have good maths Skills (Level 1 maths)
- Can read written instructions (Level 1 English)
- Have completed the screening assessment upon course enrolment



AWARD:

**Gateway Level
1 in Vocational
Studies**

WHAT WILL YOU DO ON THIS COURSE?

During this course you will develop a portfolio of evidence which will comprise of the work you will complete when exploring the components listed below:

- ✓ **Word** processing software
- ✓ **Spreadsheet** software
- ✓ **Presentation** software
- ✓ **Virtual** meetings
- ✓ **Working** safely
- ✓ **At the end** of your course, your portfolio will be assessed by your tutor and submitted to the awarding organisation which, if successful, will issue you with a certificate in Vocational Studies at Level 1

PROGRESSION FROM THIS COURSE:

After completing this course at Level 1, we encourage learners to enrol on to Digital Skills for the Office at Level 2 to continue their learning. Some learners may also decide to enrol on our SAGE Accounting or Business & Administration courses.



**REALISE
FUTURE=S**
Enhancing people's lives

THE GATEWAY TO LEARNING IN YOUR COMMUNITY