Level 2 Award in Digital and IT Skills

Who is this course for?

This qualification is for those who wish to extend their digital skills and prepare for employment, professional or personal gain. It prepares you for different sectors and roles where digital skills are required and develops your knowledge of the key areas.

What does this course cover?

This course offers a practical introduction to key digital and IT skills. Learners will engage with modules focusing on fundamental aspects of IT, including Word Processing software and spreadsheet software.

This program is designed to provide a solid foundation for anyone looking to advance their skills in the digital world.

Module examples:

- Word Processing Software – This unit will develop learners' ability to maximise the tools available in word-processing software to prepare, process and produce a wide range of sophisticated and professional documents accurately and efficiently.
- Spreadsheet software – Learners will develop an understanding of spreadsheet software tools and techniques to be able to produce spreadsheets. They will learn how to apply advanced formulae and functions to process data and use automated tools to aid productivity.