



Education & Skills  
Funding Agency



## DIGITAL SKILLS FOR THE OFFICE: LEVEL 2

### COURSE SUMMARY:

This course is aimed at those that have completed the 'Digital Skills for the Office' course at Level 1 or for those that have already achieved equivalent Level 1 ITQ qualifications and wish to further their knowledge and skills in a range of applications while also gaining a certificate of learning.

### ENTRY REQUIREMENTS:

- Have good maths skills (Level 1)
- Can read written instructions (Level 1 English)
- Completed the 'Digital Skills for the Office: Level 1' course.

### WHAT WILL YOU DO ON THIS COURSE?

You tutor will support you in selecting various applications to explore which will work towards a Realise Futures Level 2 Certificate. Learners can choose to complete one of two certificates;

#### Level 2 Certificate in Word Processing and Spreadsheets

- ✓ Word Processing Software
- ✓ Spreadsheet Software

#### Level 2 Certificate in Presenting Information

- ✓ Presentation Software
- ✓ Desktop Publishing Software



### AWARD:

Realise Futures Level  
2 Certificate

### PROGRESSION FROM THIS COURSE:

You are able to attend this course twice and achieve both certificates. Many learners often decide to enrol onto either of the SAGE (Accounting software) or 'Skills for Working as a Business Administrator' courses to improve their chances of gaining employment in an office environment using computers.



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THE GATEWAY TO LEARNING IN YOUR COMMUNITY