

To take part on this course you must be aged 19+ and Hertfordshire residents.

<b>Course Title:</b> Level 2 Digital Skills	<b>Tutor:</b> Anita	<b>Course Fee:</b> £15, subject to eligibility criteria.
<b>Time:</b> 09.30-12.00	<b>Days:</b> Monday & Thursday	<b>Please note:</b> There is £30 deposit for the course which will be refunded on successful completion of the course.
<b>Start date:</b> 13/01/2025	<b>End Date:</b> 03/04/2025	<b>Half Term:</b> W/C: 17/02/2025
<b>Assessment:</b> Portfolio Based	<b>Venue:</b> WWC	

**Learners per Group:**

This course will have no more than 20 learners.

**How will I learn?**

This course is taught face to face.

- ✓ If you do not attend the first two sessions and let the team know, your classroom place WILL be offered to someone else.
- ✓ If you must arrive late or leave early, please ensure your teacher is aware.

**This course will teach you to:**

- Create and edit information in word processed documents for specific purposes
- Understand the features of spreadsheet software and how spreadsheets are used
- Interact and engage with digital services and online document systems for specific purposes
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**Support:**

- If you feel you require further support, please speak to your teacher.
- An extension of one week after the course can be offered if requested.

**Information Advice & Guidance:**

- Once you have completed our course you will have the opportunity to progress. You can arrange to speak to our Careers Advisor who will provide you with impartial, quality assured and up to date information. They can help you with writing your CV, finding employment, or finding further training.
- If you prefer, you can request a volunteer application form to do some voluntary work, or you can enrol on another course.

**Potential Progression Routes:**

- Further Learning
- Voluntary Work
- Exploring Career Opportunities

**Useful Numbers & emails:**

WWC: 01923 816229 Courses Mobile: 07508180147  
 Manager Email: [dirin@watfordwomenscentre.org.uk](mailto:dirin@watfordwomenscentre.org.uk)  
 Careers Advisor Email: [smita@watfordwomenscentre.org.uk](mailto:smita@watfordwomenscentre.org.uk)