New Directions College
Course Information 2023-24

COURSE:	Introduction to EDS and Essential Digital Skills
LEVEL:	Entry 3
MODE OF DELIVERY:	Classroom
DURATION:	Approximately 8 to 11 weeks depending on venue
ACCREDITED/NON-ACCREDITED:	Accredited
ENTRY REQUIREMENT:	Initial assessment or progression from the Entry 2 programme
PROGRESSION:	Essential Digital Skills L1 or Employment

COURSE DESCRIPTION:

This programme is designed to equip participants with the essential digital skills needed to succeed in the modern workplace and will cover a broad range of topics.

It will begin with a two-week introduction to IT that will teach and strengthen the basics of computing and digital technology-related topics, such as Microsoft Office and online communication.

Following this, the main Essential Digital Skills programme will begin, teaching participants the 5 categories of Essential Digital skills, to apply for jobs, access important services, and use online tools to connect with friends, colleagues, and customers.

This programme, focuses on developing digital skills for life and introducing learners to digital skills for work.

TOPICS COVERED:	METHOD OF ASSESSMENT:	KEY DATES:
- how to use word processing software to create documents, forms and organise information, - how to use and find information by using search engines such as google - how to communicate and collaborate online for work and for personal projects.	combination of portfolio and exam	

SKILLS TO BE GAINED:	KNOWLEDGE TO BE GAINED:	PERSONAL DEVELOPMENT OPPORTUNITIES:
- Digital communication skills - creative thinking skills - handling information and content - online transacting - problem solving - being safe and legal online - typing - image editing - digital literacy - digital etiquette	Applying for jobs as many are only advertised online Understanding how to be safe online digital etiquette Digital rights and responsibilities Digital health and wellnes Sustainability	Social Be safe online Be able to connect with family and friends Access to information, for leisure or work Independence

REQUIRED LEARNING MATERIALS:	SUGGESTED READING:	ADDITIONAL INFORMATION: