

## New Directions College Course Information 2023-24

<b>COURSE:</b>	Introduction to EDS L1 and Essential Digital skills
<b>LEVEL:</b>	L1
<b>MODE OF DELIVERY:</b>	Classroom
<b>DURATION:</b>	Approximately 10 to 12 weeks depending on venue
<b>ACCREDITED/NON-ACCREDITED:</b>	Accredited
<b>ENTRY REQUIREMENT:</b>	Initial assessment or progression from Entry 3 programmed
<b>PROGRESSION:</b>	Digital Skills L2 or Employment

### COURSE DESCRIPTION:

This programme enables learners to develop the digital skills they need for life, work, or further study as set out in the National standards for essential digital skills, providing reliable evidence of attainment in relation to the National standards for essential digital skills..

It will begin with a two-week introduction to EDS L1 that designed to strengthen the basics of computing and digital technology-related topics, such as Microsoft Office and online communication.

Following this, the main Essential Digital programme will begin teaching participants the 5 categories of Essential Digital skills, at level 1 the focus will be more on skills for work with a secondary focus on skills for life:

1. Using devices and handling information
2. Creating and editing
3. Communicating
4. Transacting
5. Being safe and responsible online

TOPICS COVERED:	METHOD OF ASSESSMENT:	KEY DATES:
<ol style="list-style-type: none"> <li>1. Using devices and handling information</li> <li>2. Creating and editing</li> <li>3. Communicating</li> <li>4. Transacting</li> <li>5. Being safe and responsible online</li> </ol>	Combination of portfolio and exam	

SKILLS TO BE GAINED:	KNOWLEDGE TO BE GAINED:	PERSONAL DEVELOPMENT OPPORTUNITIES:
<ul style="list-style-type: none"> <li>• Digital communication skills</li> <li>• creative thinking skills</li> <li>• handling information and content</li> <li>• online transacting</li> <li>• problem solving</li> <li>• being safe and legal online</li> <li>• typing</li> <li>• image editing</li> <li>• digital literacy</li> <li>• digital etiquette</li> </ul>	<p>Applying for jobs as many are only advertised online</p> <p>Understanding how to be safe online</p> <p>digital etiquette</p> <p>Digital rights and responsibilities</p> <p>Digital health and wellness</p> <p>Sustainability</p>	<p>Social</p> <p>Be safe online</p> <p>Be able to connect with family and friends</p> <p>Access to information, for leisure or work</p> <p>Independence</p>
REQUIRED LEARNING MATERIALS:	SUGGESTED READING:	ADDITIONAL INFORMATION: