

New Directions College Course Information 2023-24

COURSE:	IT Café – Beginners
LEVEL:	Basic
MODE OF DELIVERY:	Classroom
DURATION:	6/7
ACCREDITED/NON-ACCREDITED:	Non-Accredited
ENTRY REQUIREMENT:	Initial assessment
PROGRESSION:	Accredited ICT qualification

COURSE DESCRIPTION:

Students will learn the basics of computer and internet use, and they will have the opportunity to practice their skills in a safe and supportive environment. By the end of the course, students will be able to use computers and the internet to complete basic tasks and communicate with others. The IT café course is a great opportunity for students to improve their IT skills, working independently with the support of a teacher when needed.

TOPICS COVERED:	METHOD OF ASSESSMENT:	KEY DATES:
<ul style="list-style-type: none"> computer hardware and software Use a computer and software applications to complete basic tasks email and social media Browse the internet and find information Create documents 	tasks evidence	
SKILLS TO BE GAINED:	KNOWLEDGE TO BE GAINED:	PERSONAL DEVELOPMENT OPPORTUNITIES:
Basic IT Skills Typing skills Use of Internet Use of Emails Independent learning	Safe Internet Browsing Communicate via email Use of IT software	Be able to keep in touch with friends and family using technology Prevents isolation Opportunity to make friends

REQUIRED LEARNING MATERIALS:	SUGGESTED READING:	ADDITIONAL INFORMATION: