

## New Directions College Course Information 2023-24

<b>COURSE:</b>	Introduction to IT
<b>LEVEL:</b>	Entry 2
<b>MODE OF DELIVERY:</b>	Classroom
<b>DURATION:</b>	From 4 to 8-week Duration will vary according to venue and teacher availability
<b>ACCREDITED/NON-ACCREDITED:</b>	Accredited
<b>ENTRY REQUIREMENT:</b>	Initial assessment
<b>PROGRESSION:</b>	

### COURSE DESCRIPTION:

This programme is designed to provide participants with the very basics in Digital Skills needed to prepare for work as well as improve their daily lives, enabling them to gain confidence in using technology for shopping, banking, keeping in touch with friends and family, as well as support the transition into employment or advancement within the workplace.

This programme will also equip learners with the ability to present information, in a professional manner, whether to an employer or during an interview and use sustainable skills related to technology in order ensure long-term benefits.

TOPICS COVERED:	METHOD OF ASSESSMENT:	KEY DATES:
<b>DIGITAL SKILLS FOR WORK COMPLETING TASKS USING TECHNOLOGY PRESENTATION SKILLS USING MICROSOFT APPS</b>	<b>PORTFOLIO</b>	
SKILLS TO BE GAINED:	KNOWLEDGE TO BE GAINED:	PERSONAL DEVELOPMENT OPPORTUNITIES:
Use of Microsoft Office apps <ul style="list-style-type: none"> <li>• Introduction to Word document</li> <li>• Introduction to Powerpoint Presentation</li> </ul> Reasoning and Problem solving skills	Microsoft Office app Internet safety Sustainability skills Transferable skills	Confidence Employment opportunities Develops problem solving skills Boosts self confidence

<p>Online Communication skills</p> <p>Team working skills</p> <p>Typing skills</p>	<p>Navigating a computer</p> <p>Utilising keyboard functions</p> <p>Managing files</p> <p>Using emails</p>	<p>Learn life long digital skills</p> <p>Digital and data security</p> <p>Transferable skills which can be help find success in future job roles</p> <p>confidence in using technology for shopping, banking, keeping in touch with friends and family</p>
<b>REQUIRED LEARNING MATERIALS:</b>	<b>SUGGESTED READING:</b>	<b>ADDITIONAL INFORMATION:</b>