Level 1 Award in Progression Digital Skills/IT

Location	Altrincham Campus
Course Type	Adult
Department	Computing
Start Date	Thursday 16th January 2025
Duration	Full-time, 17 Weeks
Time	-
Fee	£ 150.00 You may be eligible for support with your tuition fees - please visit the college website - funding and finance page for further information
Course Code	APQ-CY1A-1002

Course Overview

This course is designed to build on some of the areas covered by the Entry 3 Award programme. The aim is to further develop your IT skills in Word processing and in the design of spreadsheets. Sessions are delivered at a comfortable pace by a very experienced tutor.

Course Requirements

This is not a beginner's course and ideally you will have completed an Entry 3 qualification and/or have gained wide experience in using a computer.

What You Will Learn

During the course you will learn further how to:
Develop your word processing skills
Use templates and make copies
Insert and format images into word processed documents
Define and create spreadsheets
Understand formatting and excel formulas
Insert and delete data

Assessment

Students must complete a course workbook. Successful candidates will gain a Level 1 Award in Progression I.T./Digital Skills. Students must be willing to complete short homework assignments.

Progression

Progression to higher level course
Progression to pre-employment programmes
Progression to other courses within the college

Career Options

Upon completing a Level 1 Award in Progression - Digital Skills/I.T., you may explore various career options in the field of digital skills and information technology. While this level is typically foundational, it serves as a crucial stepping stone for further education and career development. Here are some potential career paths and roles you can consider:

IT Support Technician: Entry-level positions in IT support involve helping users with technical issues, troubleshooting, and providing assistance with hardware and software problems.

Data Entry Clerk: This role involves inputting, updating, and maintaining data in computer systems, which can be a good entry point for gaining experience in digital skills.

Administrative Assistant: Proficiency in digital skills can enhance your ability to manage administrative tasks effectively, including document preparation, data organisation, and communication.

Computer Sales Representative: You can work in sales and promotion of computer hardware and software products, using your knowledge to assist customers in making informed decisions.

Further Education: An Entry 3 award can be a stepping stone to more advanced certifications or degrees in the IT field, enabling you to pursue roles like network administrator, systems analyst, or software developer.

It's important to note that while a Level 3 Award provides a foundation, further education and experience will be necessary to advance in many of these career paths. Consider continuing your education and obtaining higher-level certifications to enhance your prospects in the digital skills and IT industry.

Mandatory Units

There are two mandatory units:
Spreadsheet Software
Word Processing Software

Contact Details

For further information please contact T: 0161 886 7070 or E: info@trafford.ac.uk

Disclaimer

Although every care has been taken to ensure that the information contained within this document is accurate, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.