

## Entry 3 Award in Progression - Digital Skills

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| Location    | Stretford Campus  |
| Course Type | Adult   |
| Department  | Computing   |
| Start Date  | Wednesday 13th November 2024  |
| Duration    | Part-time, 11 Weeks   |
| Time        | 12:00 - 14:30   |
| Fee         | £ 75.00<br>You may be eligible for support with your tuition fees - please visit the college website - funding and finance page for further information |
| Course Code | TPQ-CYEA-1001   |

## Course Overview

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With the growing demand for digital proficiency, many employers now consider it a prerequisite for their workforce. As a result, this program aims to provide you with the necessary competencies to meet these expectations and excel in the modern workforce.

## Course Requirements

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This course is not designed for beginners. Applicants must possess a fundamental comprehension of computer usage. It is imperative that you can commit to attending sessions consistently.

An initial assessment is required before the course to check for suitability. The assessment is made up of several basic IT functional skills and takes around 30 minutes.

## What You Will Learn

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This course is designed to develop your digital skills for both work and at home. Increasing numbers of employers expect their employees to have a working knowledge of digital skills.

The course covers five key areas:

- Handling information: understanding how to work with files and folders.
- Creating and editing: developing word processing skills. Understanding how to create and edit spreadsheets, understanding excel formulas, etc.
- Communication: understanding electronic communication such as email and video call.
- Safety and Security: Developing the skills to work safely online and reducing the dangers of security breaches.
- Troubleshooting: learning to deal with basic technical problems.

## Assessment

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Students are required to complete a course workbook. Upon successful completion of the workbook, students will be eligible to receive the Gateway Entry 3 award in Progression - Digital Skills. Additionally, students must be willing to undertake minor homework assignments outside of class.

## Progression

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Upon successful completion students may wish to progress onto the Level 1 Award in Progression- I.T. Digital Skills

## Career Options

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Upon completing an Entry 3 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

Data Entry Clerk

Administrative Assistant

Computer Sales Representative

Further Education

# Mandatory Units

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1. Handling information: understanding how to work with files and folders.
2. Creating and editing: developing word processing skills. Understanding how to create and edit spreadsheets, understanding excel formulas, etc.
3. Communication: understanding electronic communication such as email and videocall.
4. Safety and Security: Developing the skills to work safely online and reducing the dangers of security breaches.
5. Troubleshooting: learning to deal with basic technical problems.

## Contact Details

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For further information please contact T: 0161 886 7070 or E: [info@trafford.ac.uk](mailto:info@trafford.ac.uk)

## Disclaimer

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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.