

Next Steps Into Digital

Location	Stretford Campus
Course Type	Adult
Department	Computing
Start Date	Wednesday 26th February 2025
Duration	Part-time, 5 Weeks
Time	12:45 - 14:45
Fee	£ 30.00 You may be eligible for support with your tuition fees - please visit the college website - funding and finance page for further information
Course Code	TPQ-CYXZ-1014

Course Overview

Elevate Your Tech Skills

Are you ready to enhance your digital literacy and become proficient in essential software tools? Our course is designed to take you from a beginner to a confident user of Microsoft Word, Excel, internet navigation, and email communication.

Boost your digital skills and increase your confidence in using essential software tools. Apply now and take the first step toward becoming tech-savvy!

Course Requirements

You do need some very basic IT skills to do this course, such as the ability to use a keyboard and mouse, and some very basic word processing skills. Before the course starts you will be invited in to the college to complete your enrolment form and have a chat about your current IT skills, so we can make sure you are enrolling onto the right course for you.

What You Will Learn

Microsoft Word. This includes identifying the main parts of the computer, hardware, and software, and an introduction to the Windows operating system. Participants will understand the Word window, create and format Word documents, and learn to print, save, and close documents correctly.

Next, the course covers spreadsheets, specifically using Microsoft Excel. Participants will learn to create blank spreadsheets, understand what they see on the screen, input data, and create simple formulas. Additionally, the course explores how spreadsheets can be useful both at home and at work.

The Internet segment includes learning internet terminology, understanding what the internet is, and what participants see on the screen. They will use search engines to find specific information, take a quiz, navigate websites, and learn about online risks and how to stay safe online.

The email section covers logging into an email account, understanding the screen layout, sending an email, and replying to an email with specific information, and sending attachments.

Assessment

Informal ongoing assessment by tutor. No exam or formal assessment.

Progression

Progressing Students can apply for the Entry 3 Award in Essential Digital Skills

Career Options

Digital skills are useful in all employment sectors.

Mandatory Units

There are no mandatory units.

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.